

muratec™

a product of **murata technology**

300) 292-2492 to order paper and other supplies

372) 364-3314 to order operating instructions

372) 364-1053 to order fax parts

372) 364-3350 to speak with customer support

F-56 Operating Instructions

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Do You Have a Comment?

Your comments and suggestions regarding this manual are welcome. Fax your comments to Muratec Marketing, (214) 403-3465.

Copyright and Trademark

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Specifications

Type: High-speed desktop facsimile transmitter and receiver

Compatibility: Group 3

Transmission speed: 6 seconds * per page

Communication lines: Public switched telephone network (or the equivalent)

Modem: 14400 bps, with automatic fallback to 12000, 9600, 7200, 4800, 2400 bps, per CCITT, V.17, V.33, V.29 and V.27 ter, T30 and V.21.

Data compression method: MH, MR, MMR, MSE, SMSE

Document memory: 35 pages transmission, 78 pages ** out-of-paper reception

Document feeder: 30 pages

Resolution: Superfine 203 H x 392 V lpi
Fine 203 H x 196 V lpi
Normal 203 H x 98 V lpi

Grayscale: 64 or 16 levels

Effective printing width: 8.5 inches

Effective scanning width: 10.1 inches ***

Scanning method: Solid-state CCD

Recording paper: 8.5 inches x 328 feet

Power: 115 VAC \pm 10%, 50/60 Hz., single phase

Dimensions: 17.63 inches W x 9.17 inches H x 15.51 inches D

Weight: 18.7 lbs.

Original document size: Minimum 4.7 inches W x 3.9 inches L
Maximum 11 inches W x 35 inches L

* Based on memory-to-memory transmission of CCITT Test Chart 1 to a Muratec memory fax. Your transmission times will vary based on the size of your documents, the transmission resolution settings you select, and the complexity of images on the documents.

** Based on CCITT Test Chart 1 stored in normal resolution. The number of pages stored in memory will vary based on the size of your documents and the complexity of images on the pages scanned.

*** See page 84.

FCC/DOC Information

FCC Regulations

Ringer Equivalence Number: 3.0B

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures.

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Telephone Company Procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for them to make changes in their equipment, operations, or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you about the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the ringer equivalence number (REN) of the equipment which is connected to your line. Both of these numbers are listed on the equipment label attached to your fax machine.

The sum of all RENs on your telephone line should be fewer than five (5) in order to assure proper service from the telephone company. Sometimes, a sum of five (5) may not be usable on a given telephone line.

Note: This equipment is hearing aid compatible (HAC).

Notice: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it was sent and an identification of the business or other identity, or other individual sending the message and the telephone number of the sending machine or such business, entity, or individual.

Type of Service

Your fax is designed for use on standard device telephone lines. Your fax connects to the telephone line with a standard jack called the USOC RJ-11C. Connection to telephone company-provided coin service (central office implemented systems) is prohibited. Connection to party line service is subject to State tariffs.

If Problems Arise

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily stop service. When practical, they will notify you before this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and will be informed of your right to file a complaint with the FCC.

In the event repairs are ever needed on your fax, they should be done by Muratec, or an authorized representative of Muratec. For information, contact the Customer Support Center (see page 99).

DOC Regulations

DOC Load Number: 20

This digital apparatus does not exceed Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulation of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

Notice: The Canadian Department of Communications label identifies certified equipment. This certification means the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. Sometimes, the company's inside wiring associated with a single line individual service may be extended with a certified connector assembly (telephone extension cord). The customer should be aware that compliance with these conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any equipment malfunctions or repairs or alterations made by the user to this equipment may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician.

The Load Number assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices does not exceed 100. The DOC Load Number for your fax is 20.

Before You Install

Telephone Requirements

Your fax machine works on standard telephone lines and connects to the telephone system with a standard modular jack, called a USOC RJ-11C. If you do not have an RJ-11C jack where you want to install your fax, call your telephone company for information on installation.

Do not connect your fax to a private branch exchange (PBX) system without first checking with the system manufacturer or service representative. Some PBX systems are not compatible with facsimile operation.

You may want to connect your fax to a telephone electrical surge protector. A protector can absorb and divert damaging high-voltage surges in your telephone lines caused by static electricity or lightning. Many surge protectors guard both telephone and electric lines.

A Note About Call-Waiting Signals

Fax transmission and reception can be stopped by telephone call-waiting signals. If you have requested call-waiting service for the line to which you will connect your unit, you may experience interruptions of facsimile service.

Electrical Requirements

Power your fax machine from a standard three-pronged 115-volt electrical outlet. Do not plug your fax into an outlet that is turned off at the end of the day. Although your telephone directory and most other user settings are protected against power failure for several days by an internal battery, documents stored in memory will be lost if you turn off power to your fax.

Don't install your fax on the same electrical circuit as an air conditioner, copying machine, or other high-consumption electrical appliance. These appliances can cause electrical "draw-downs" when they operate—temporarily reducing the power available for other equipment on the circuit—and could damage your fax.

You may want to power your fax from an electrical surge protector connected to your wall outlet. A surge protector shields your fax from high-voltage surges in your electrical lines that may cause damage to your fax. Many surge protectors guard both telephone and electrical lines.

Voltage Requirements

115 VAC \pm 10%, 50-60 Hz, single phase

Power Consumption

Standby	11 W	Transmission	44W
Copy	205W	Reception	68W

Site Requirements

Choose a vibration-free spot for your fax machine that offers:

1. An RJ-11C telephone jack within 10 feet.
2. A standard 115 VAC, three-pronged electrical outlet within five feet.
3. An unrestricted airflow around your fax to prevent overheating. Allow at least 10 inches clearance from all sides and the top. Do not block the ventilation grills on your unit.
4. A cool, dark, dry place nearby to store extra recording paper.

Do not install the unit:

- In direct sunlight
- In dusty areas
- In areas of excessive heat, humidity or moisture
- Near a radio or TV set

Unpacking and Assembly

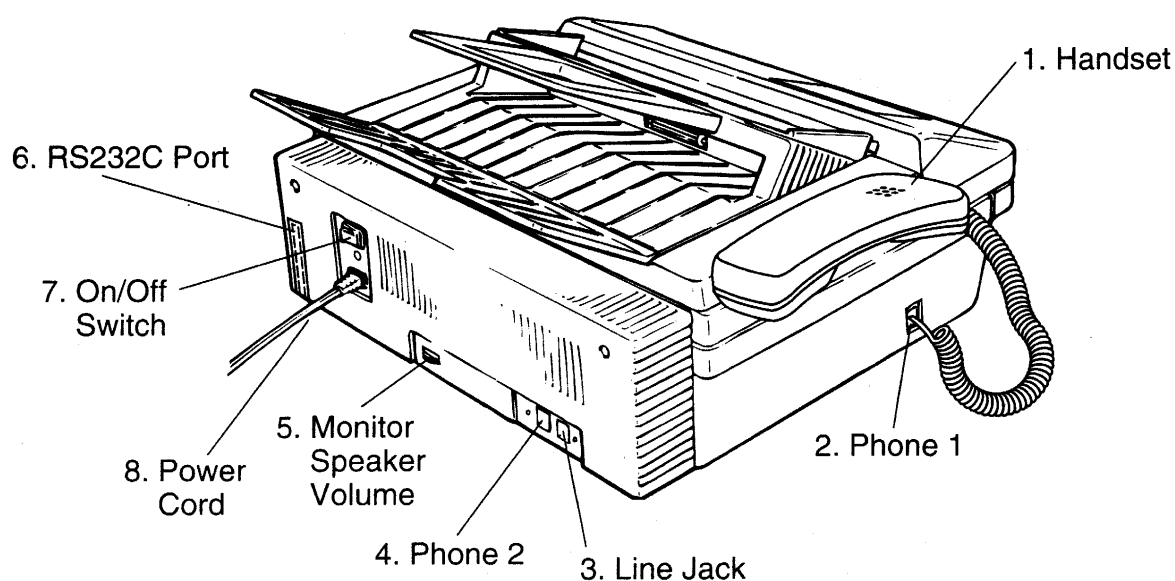
Lift the fax and its protective foam braces out of the carton. Remove the cushions and protective plastic bag. Keep the bag, braces, and carton for reshipment. Throw away the silica desiccant shipped with your fax.

You will find the following components in your box:

- Your fax
- Telephone handset and curl cord
- Document hopper
- Copy tray
- Document tray
- Document wire
- Handset cradle and screws
- Recording paper
- Paper roll holders
- Uncurled telephone line cord
- Power cord

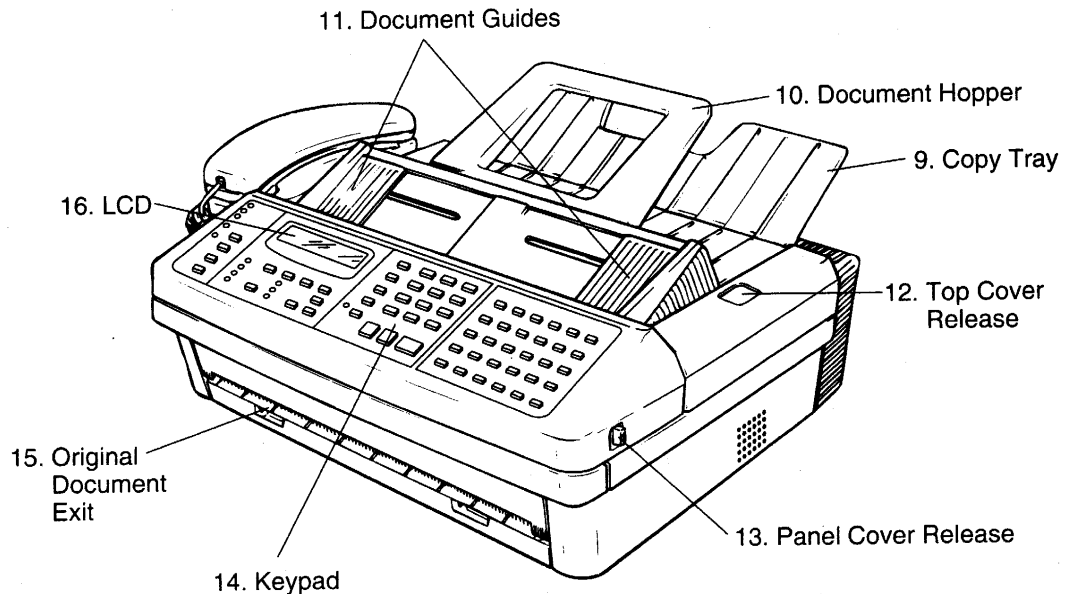
Machine Layout

These are the components of your fax:



1. **Handset**—Telephone handset with ringer volume adjustment.
2. **Phone 1**—Handset connection.
3. **Line Jack**—Connection for telephone line from wall jack.
4. **Phone 2**—Line connector for an optional second telephone.
5. **Monitor Speaker Volume**—Allows for adjustment of monitor speaker volume.
6. **RS-232C Port**—Connector for optional RS-232C interface.
7. **On/Off Switch**—Turns power to your fax on and off.
8. **Power Cord**—Supplies power to your fax.

9. **Copy Tray**—Holds copied or received documents.
10. **Document Hopper**—Supports documents stacked in feeder.
11. **Document Guides**—Adjustable for A4 and B4 document widths.
12. **Top Cover Release**—Press down to open the cover and load recording paper.
13. **Panel Cover Release**—Pull forward to open the panel cover.

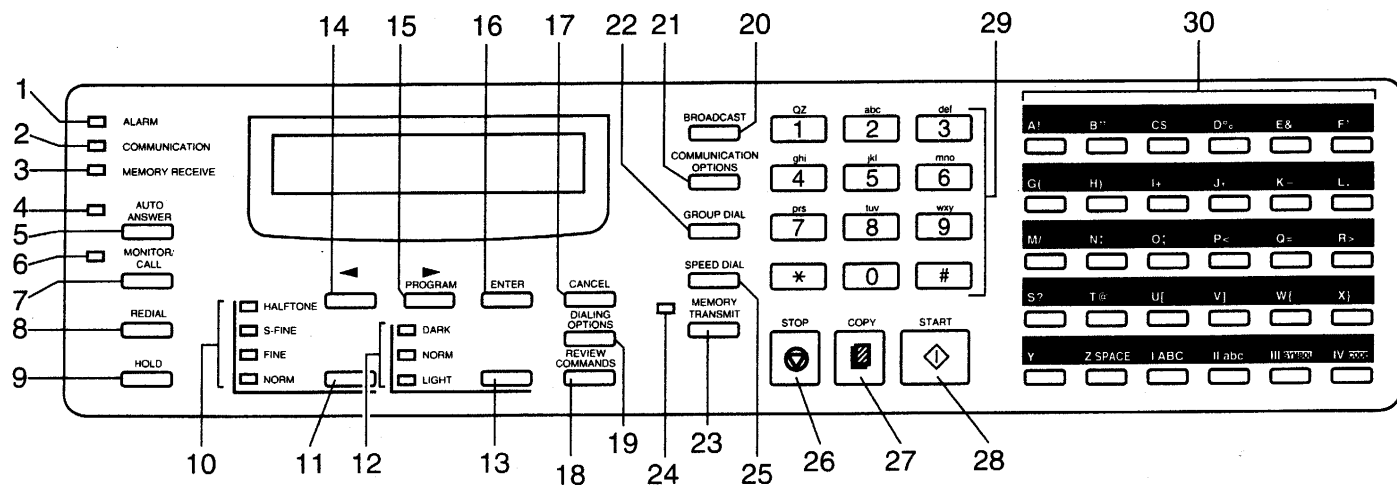


14. **Keypad**—Controls for operating the fax.
15. **Original Document Exit**—Original documents exit through here after scanning.
16. **LCD**—Two-line, 20-character display showing date and time, system status, and any fax functions underway.

Keypad Layout

1. **Alarm**—Lights to indicate an error in fax communication.
2. **Communication**—Lights during fax communication.
3. **Memory Receive**—Lights when an incoming fax is being received into memory.
4. **Auto Answer Lamp**—Indicates the fax is answering calls automatically.
5. **Auto Answer Key**—Press to tell your fax to answer all calls automatically.
6. **Monitor/Call Lamp**—Lights during on-hook dialing.
7. **Monitor/Call Key**—Press for on-hook dialing. While sending a fax, press during transmission to request a call with the remote fax operator.
8. **Redial**—Press to redial the last number dialed.
9. **Hold**—Press to place a call on hold when using fax handset.
10. **Resolution Lamps**—Indicate degree of resolution in use.
11. **Resolution Key**—Change the resolution by pressing this key.
12. **Contrast Lamps**—Indicates type of contrast in use.
13. **Contrast Key**—Press to adjust contrast for documents of poor copy quality.
14. **Left Arrow**—Press to reverse through programming command selections.

15. **Program/Right Arrow**—Press to access programming commands and to scroll forward through selections.
16. **Enter**—Pressing **Enter** executes the command displayed.
17. **Cancel**—Used for executing commands which clear present settings. **Cancel** is also the equivalent of a backspace key while you are entering characters, used to remove the last character entered.
18. **Review Commands**—Press to review status of current or delayed commands, to print a listing of currently stored documents, or to delete stored commands.



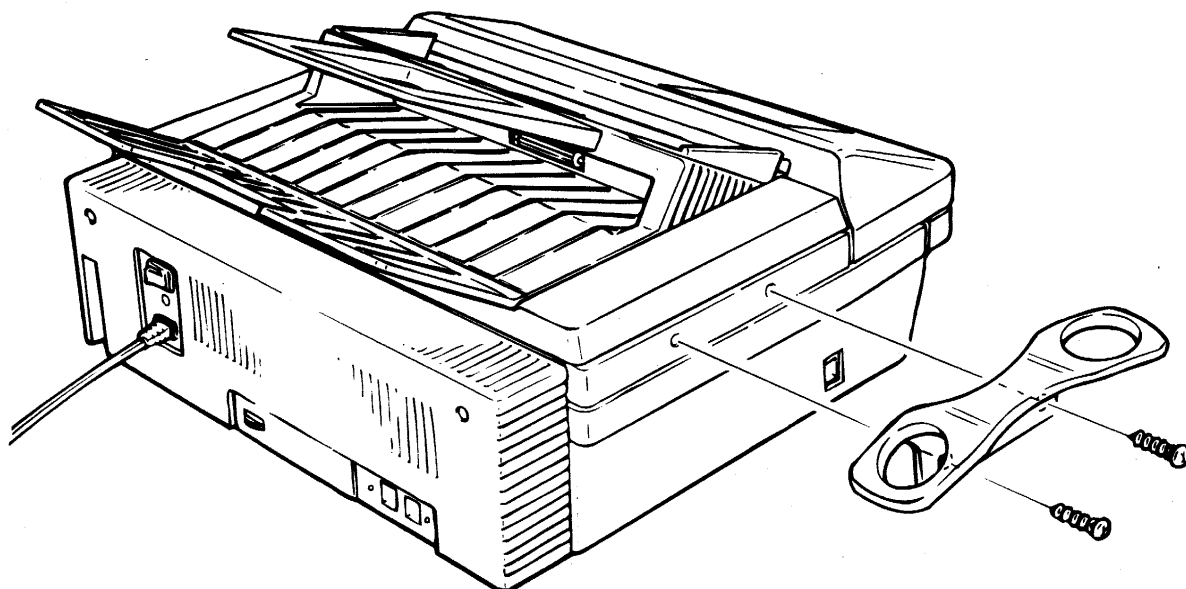
19. **Dialing Options**—Press to enter the special dialing symbols (see page 65) used in some long distance calls. Also used to change from pulse to tone telephone operation.
20. **Broadcast**—Press to transmit a document to more than one location.
21. **Communication Options**—Press to select between four fax transactions: delayed transmission, SecureMail transmission, relay broadcast, or polling.
22. **Group Dial**—Use to transmit to a group. Also used to enter multiple group numbers when programming speed dial or one-touch numbers.
23. **Memory Transmit Key**—Press to select transmission from memory.
24. **Memory Transmit Lamp**—When this lamp is lit, the fax first scans your documents, then transmits from memory.
25. **Speed Dial**—Press to enter a speed dial number.
26. **Stop**—Press to stop the current programming function and return to standby, or to feed a page through the document feeder without transmitting. See "Review Commands" (page 79) for information on stopping a fax transmission or reception in progress.
27. **Copy**—Press to copy a document in the feeder. Use the numeric keypad to request up to 99 copies of a document.
28. **Start**—Press to begin manual transmission or reception.
29. **Numeric Keypad**—Use to enter data, dialing instructions and speed-dial numbers.
30. **One-Touch Keys**—Press for one-touch dialing or for programmable one-touch functions. While programming your fax, use the one-touch keys to enter letters, symbols, and special characters (see codes table on page 25) .

Installation

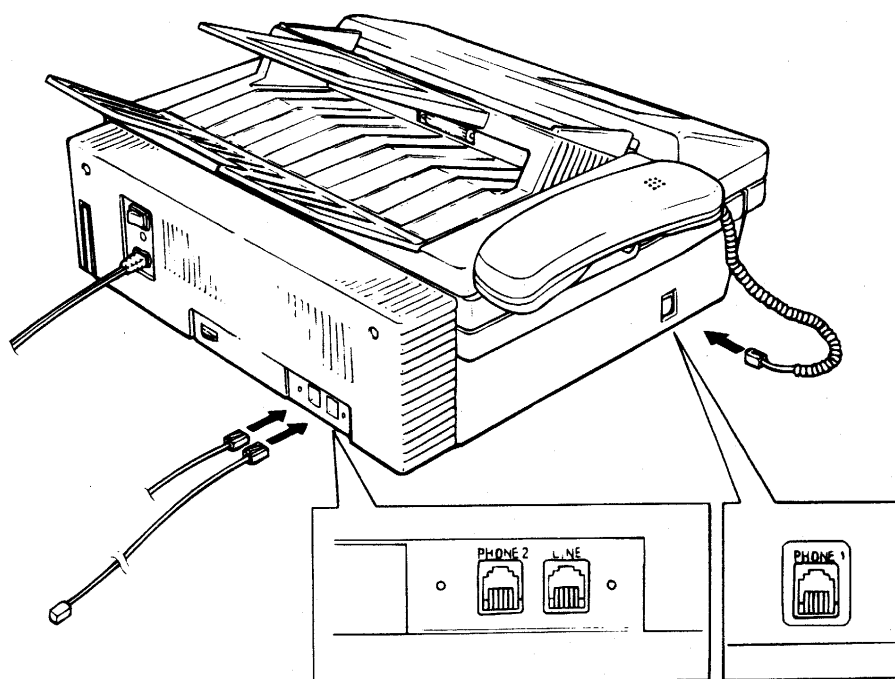
Connections

First, you'll connect your fax to the phone and electrical lines.

1. Make sure the on/off switch at the back of the fax is off.
2. Use the handset cradle screws and a screwdriver to attach the cradle to the left side of the fax.



3. Plug the uncurled telephone line into the Line connector on the back of your fax. Plug the other end into a telephone wall jack.



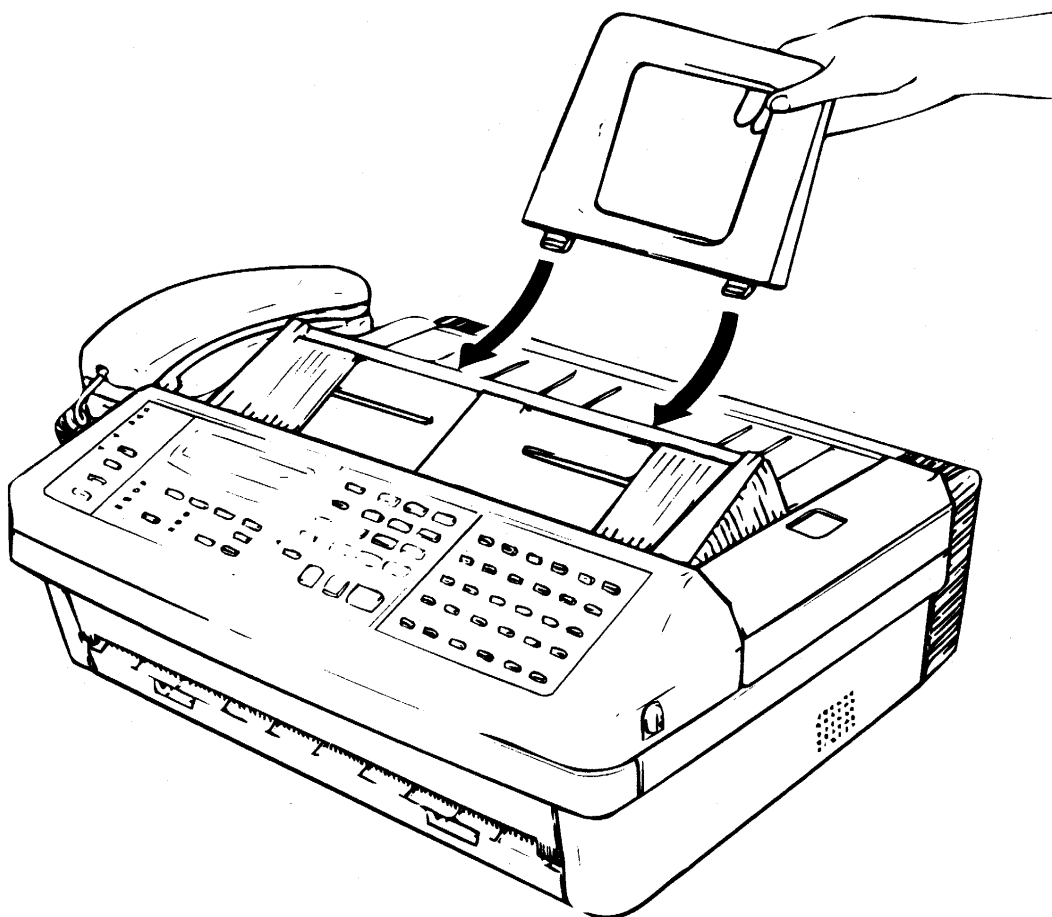
4. Plug the curled telephone handset cord into the phone connector on the left side of your fax.
5. Adjust the ringer volume if desired with the controls on the side of the handset.
6. Connect the power cord to the fax and plug it into a standard three-pronged electrical outlet. You may want to use a surge protector to guard against unexpected power surges.
7. Turn the on/off switch on.
8. If you'll be using an answering machine or second telephone with your fax machine, connect the telephone line from this device to the "Phone 2" connector at the left rear of the fax.

Do not connect the answering machine or telephone directly into a wall jack. To operate properly with your fax, an answering machine or telephone must be physically connected to your fax machine's "Phone 2" jack.

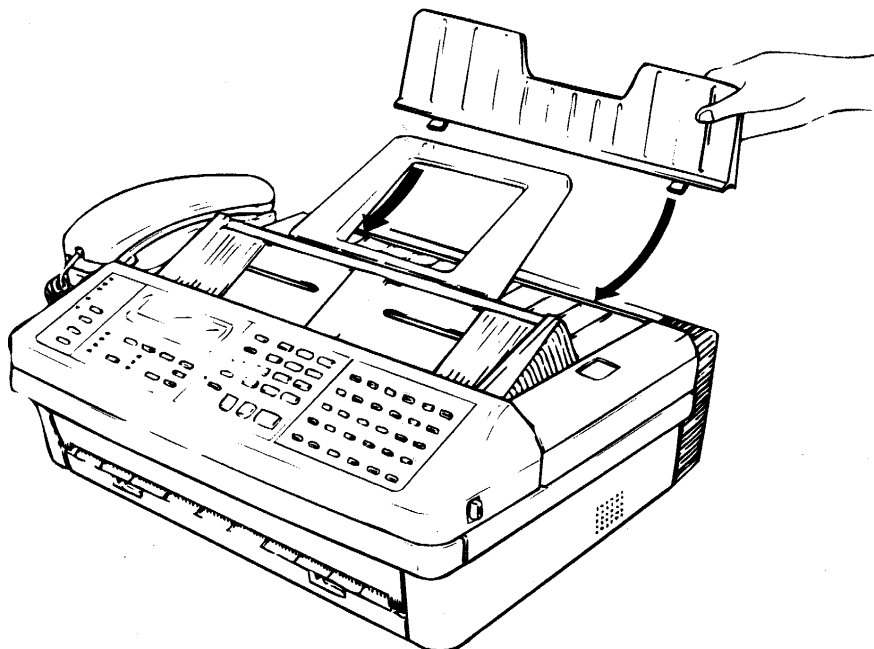
Attaching Trays

Now, you'll attach the tray components of your fax:

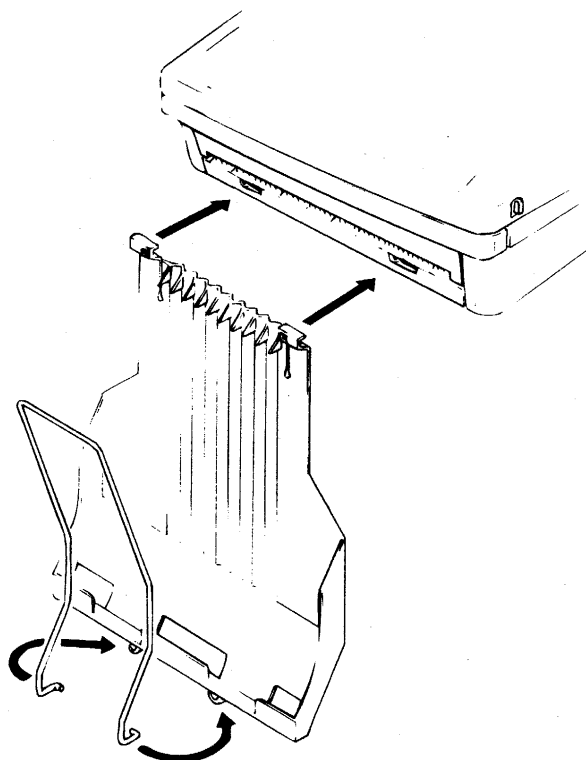
1. Attach the document hopper to your fax machine as shown. The hopper supports documents stacked in the feeder.



2. Attach the copy tray to your fax. This tray will hold the fax messages you receive and the copies you make.



3. Find the two small slots located on the bottom of the machine. Attach the document tray by inserting the tabs on the tray into these slots.

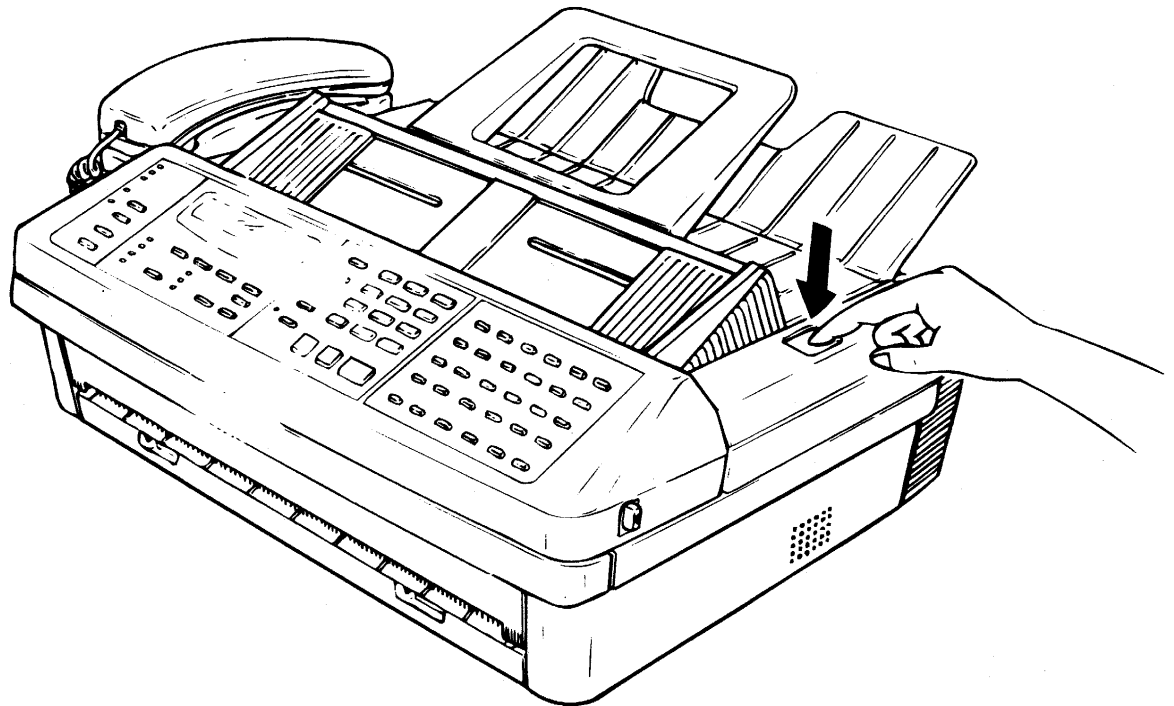


4. Fasten the document wire to the document tray.

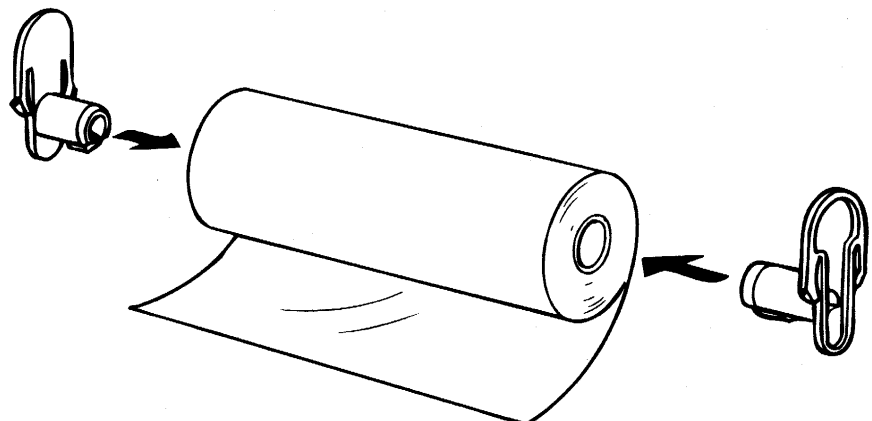
Installing Fax Paper

Before proceeding, you must install recording paper in your fax.

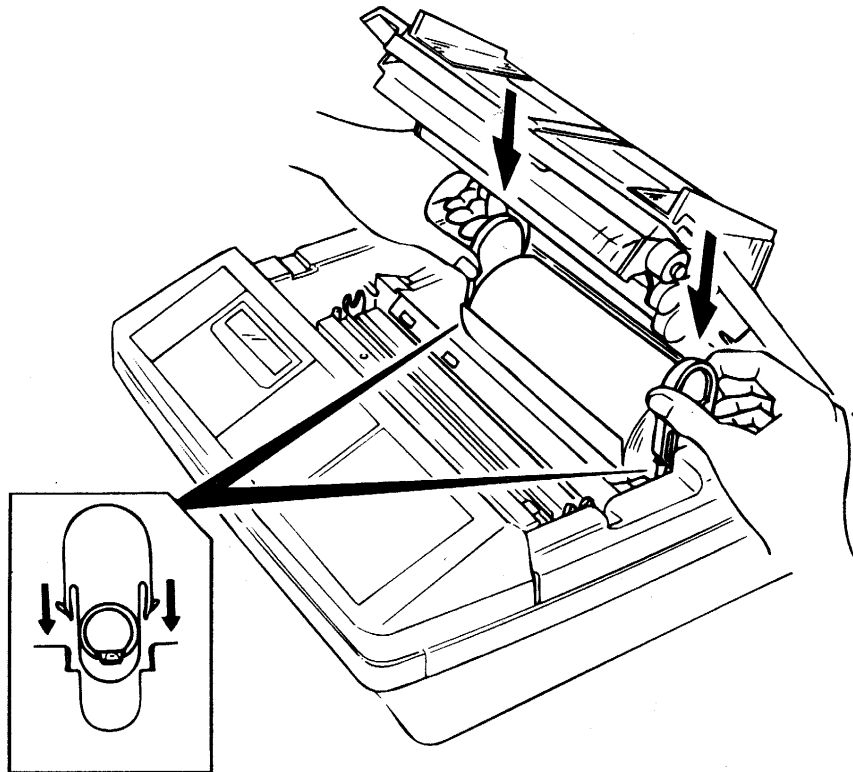
1. Remove the plastic wrapper from the paper roll.
2. Press down the top cover release. The cover will flip up.



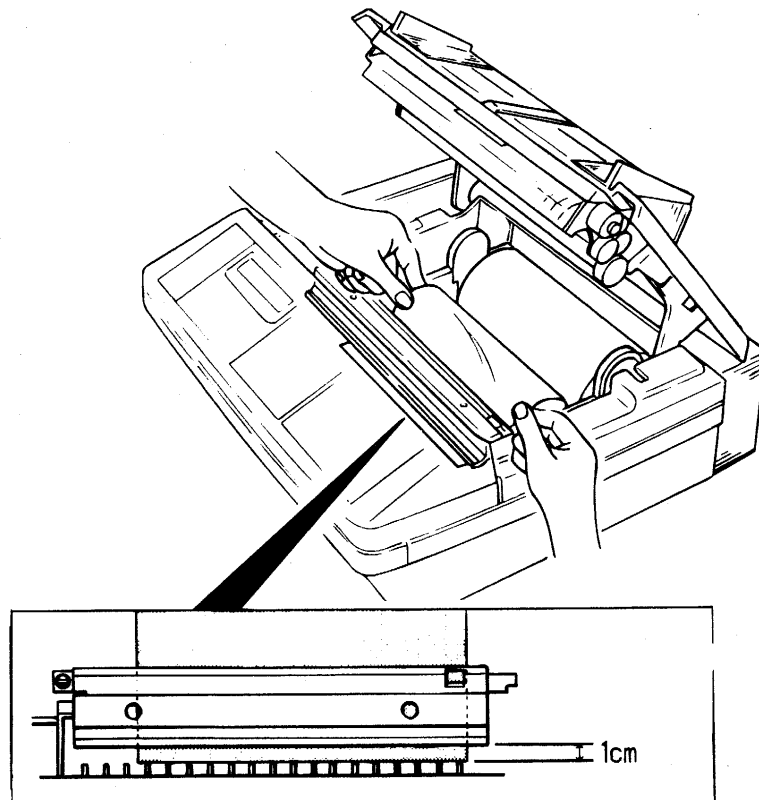
3. Insert the paper roll holders in the ends of the paper roll.



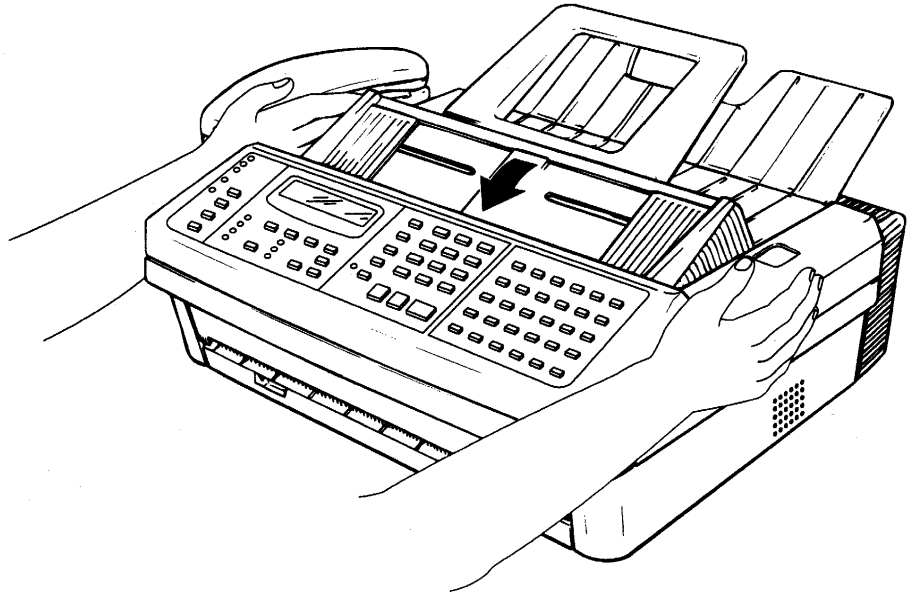
4. Place the paper roll in the paper cradle so the paper unrolls from the bottom of the roll. The paper holders will slide into the slots at either end of the paper cradle.



5. Feed the paper under the paper guide. Allow about a half-inch of paper to emerge from the paper guide.



6. Firmly close the cover. The fax will automatically feed and cut about five inches of paper.



Out-of-Paper Reception

If your fax runs out of paper at night or while you are out of the office, incoming messages will be stored in your fax machine's memory. These messages will be printed automatically when you replace the recording paper.

The number of pages your fax can store in memory is determined in part by the page size of the document received and the resolution at which it was transmitted. Documents transmitted in fine take twice the memory of a normal-resolution document and superfine pages require twice the memory of fine.

Your fax can store 78 pages of CCITT Test Chart 1 at normal resolution. Documents that you have stored in memory for transmission or polling reduce the number of pages your fax can receive into memory when out of paper. After your fax machine's memory is full, it will ignore later fax calls and cannot receive again until you install recording paper.

Using Your Fax As a Copier

Use your fax as a convenience copier to duplicate documents. Place your document face down into the document feeder. Use the **Resolution** key to choose the copy resolution. If you want more than one copy, use the numeric keypad to enter the number of copies you want, up to 99. Press the **Contrast** key to compensate for a dark or light original. Then press **Copy**.

Initial Settings

Setting Up Your Fax

Your fax simplifies the basic fax set-up by taking you from one step to the next. Once the process begins, you'll move smoothly from setting the phone type, to setting the date and time, to setting your Transmit Terminal Identifier (TTI), to deciding how you want your fax to answer the phone. The fax will then automatically print your current settings so you'll know how your fax is set up.

To define your initial settings:

1. Press **Program**, *, 4. Your LCD will display the current phone type setting:

Phone Type: Tone
 Program/Enter

2. If the phone type indicated in the LCD is not what you want, press **Program** and the display will change. Press **Enter** to select the currently displayed phone type.

Set Phone Type
** Complete **

3. Your fax will display the current time. You will notice a cursor on the second line below the first digit.

Enter Time
'92 01/01 01:01

4. Using the numeric keypad, enter the date and time in a 24-hour format. Show 1:30 p.m. on the fourth of July, 1994, for example, as '94 07/04 13:30. The cursor will automatically move forward as you enter information, and the LCD will display what you enter.

5. When you have entered the correct date and time, press **Enter**. Your LCD will show:

Set Date And Time
** Complete **

6. Your fax is now ready to accept your fax number.

Your Fax Number
1-214-403-3465

7. Enter your fax number, which may be up to 20 characters in length. Remember to include your area code. Press **Enter** when you're finished.

Note:

To enter a hyphen, press the **Dialing Options** key once. The hyphen's only purpose is to make the number more easy to read. If you press **Dialing Options** more than once, the symbol displayed will change from a hyphen to a slash (/) to an exclamation point and then back to a hyphen. See page 65 for more information on the use of these symbols.

8. The fax is now ready for you to enter your name, and displays the following message:

Your Name; Upper
J

9. You can use upper- or lower-case letters, symbols, or codes in your TTI. The fax will automatically use all upper-case letters unless you direct it otherwise. To enter a letter in lower case, press the one-touch key labelled **II abc**. You will see the LCD change to:

Your Name; Lower
John

To enter any of the symbols shown on the one-touch keys, press the one-touch key **III SYMBOL**. You'll use the **SYMBOL** key to enter a space, for instance.

The LCD will change to:

Your Name; Symbol
John Smith

For codes: Press **IV CODE**, then use the one-touch keys in combination to enter the code desired. Refer to the table at the end of this chapter.

10. You may use any combination of upper- or lower-case letters, symbols, or codes. Enter your TTI, up to 22 characters in length. Press **Enter** when you're finished.

Enter Your TTI
** Complete **

11. The fax is now ready for you to select the answer mode. The LCD displays this:

Fax Ready
Program/Enter

12. Press **Program** and you'll scroll through the options available, which are:

- Fax Ready
- Tel/Fax Ready
- Ans/Fax Ready

See page 38 for more information on selecting the proper answer mode for you.

13. When the fax displays the mode you want, press **Enter**.

Set Receive Mode
** Complete **

Print Settings

After you set the reception mode, your fax automatically prints a list of current machine settings. As you proceed through the User Settings chapter, you'll see how to modify those settings which differ from what you need.

Codes

Find the special character you need from the chart below. Then press **CODE**, followed by the two-digit number you need. To enter the currency symbol for the pound, for example, enter 9, C. A pound symbol will appear on your display.

	2	3	4	5	6	7	8	9	E	F
0		0	@	P	`	p	Ç	É	á	
1	!	1	A	Q	a	q	ü	æ	ì	
2	"	2	B	R	b	r	é	Æ	ó	
3	#	3	C	S	c	s	â	Ô	ú	
4	\$	4	D	T	d	t	ä	ö	ñ	
5	%	5	E	U	e	u	à	Ò	Ñ	
6	&	6	F	V	f	v	å	û	ø	
7	'	7	G	W	g	w	ç	ù	Φ	
8	(8	H	X	h	x	ê	ÿ	ı	
9)	9	I	Y	i	y	ë	ö	ß	
A	*	:	J	Z	j	z	è	Ü	ı	
B	+	;	K	[k	{	ï	ø	§	Ú
C	,	<	L	¥	l	l	î	£	Á	Õ
D	-	=	M]	m	}	ì	¥	È	Ã
E	.	>	N	^	n	→	Ä	Pt	Í	Ê
F	/	?	O	—	o	←	Å	f	Ó	

User Settings

Setting the Language of Operation

Your fax can display LCD screens, reports, and journals in English or Spanish. To select another language than the one in use, press **Program, #**. Pressing **Program, #** again will return your fax to the original language operation.

Setting Phone Type

To select tone or rotary dialing signals for your fax:

1. Press **Program, J, 01, Enter**. The LCD will display your current phone type.

Phone Type: Tone
 Program/Enter

2. Press **Program** to choose either Pulse or Tone. Press **Enter** to confirm your choice.

If you're not sure of the type dialing signals required on your phone line, call your telephone company.

Set Communication Result

Communication reports are printed messages from your fax that confirm the document you set for transmission was sent to the location shown on the report. These reports are especially useful when you use delayed commands to send documents after hours.

Transmit confirmation reports identify the message recipient, transmission resolution, length, date, time and result. TCRs are generated and printed by your fax machine after your transmission is complete.

Receive confirmation reports show the same information as TCRs and are available when sending to other Muratec fax machines. RCRs are generated by the remote fax machines with which you communicate and are transmitted to your fax from the remote units. RCRs provide even more assurance for your important transmissions.

If you request an RCR and communicate with a non-Muratec fax, your fax machine will print a TCR automatically.

1. Press **Program, J, 02. Press Enter**.

TCR Selected
 Program/Enter

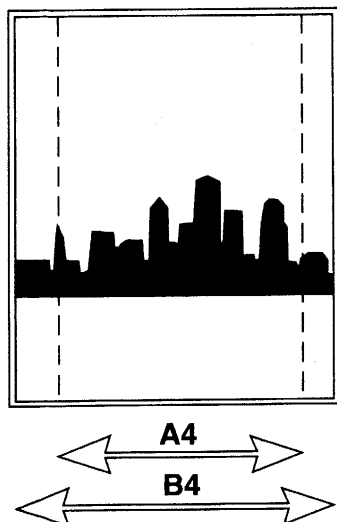
2. Press **Program** to display the type communications result you want. Press **Enter**.

The display will show the current setting for the Transmit Communication Result.

Auto Print: Off
 Program/Enter

3. To change the displayed setting, press **Program**. To select the displayed setting and return to standby, press **Enter**.

Set Scanner Width



When you transmit wide documents, your fax will automatically reduce the size of the pages sent to accommodate the printing capability of the receiving fax.

If you want to transmit images from wide documents without this automatic reduction, adjust the scanning width of your fax. Your fax is set initially to scan to the B4 (9.9-inch) document width. You can adjust this to the narrower A4 (8.5-inch) width to transmit portions of a large page without reduction.

When you select the narrower width, your fax will ignore any image outside the active scanning area. If you select the A4 scanning width and insert an 11-inch-wide document, for example, your fax will scan the center 8.5 inches and transmit it unreduced. This setting will leave 1.25 inches unscanned on each side of the page.

You can also expand your fax machine's B4 scanning width slightly, to 10.1 inches, with a special setting (see page 84).

1. To set the scanner width, press **Program, J, 03, Enter**. Your LCD will display the current scanning width:

Scan Width: B4
Program/Enter

2. Press **Program**. The scanning width displayed on your LCD will change to A4. Press **Enter** to select A4 scanning.

Repeat these steps to return the scanner to B4 after your transmission, so subsequent large documents aren't accidentally cut down by the narrower setting.

Set Grayscale

Your fax offers four different grayscale options. First, you can choose between 64 and 16 levels of grayscale scanning ability, so your fax can accurately reproduce and transmit halftone images like photographs. You have two additional settings within each level of grayscale. Setting 1 is ideal when sending halftone images without text, like advertising layouts and magazine pages. Setting 2 provides even better grayscale transmission quality for halftone images with text.

To change your grayscale setting:

1. Press **Program, J, 04, Enter**. Your display will show the current setting:

Gray16: Grayscale1
Program/Enter

2. If you press the **Program** key more than once, you'll see the following options displayed:

- Gray16: Grayscale1
- Gray16: Grayscale2
- Gray64: Grayscale1
- Gray64: Grayscale2

The first two options listed above are both 16-level grayscale; Grayscale 1 is the setting to use for halftone images without text. Select Grayscale 2 if you want 16 levels of grayscale in an image with text.

The second two options are for 64-level grayscale. Again, choose Grayscale 1 for halftone images only, and Grayscale 2 for documents with text and halftone images.

3. When you see the desired setting, press **Enter**.

Note: Unless your primary resolution is set at Halftone, you will need to select Halftone with the keypad each time you want to send a document in grayscale.

Set Primary Resolution

Your fax offers several transmission resolutions, so every document you send arrives looking great.

If most of your documents require the fine, superfine, or grayscale (halftone) transmission, use this setting to save a step in future transmissions. When you select a higher resolution as the primary resolution, your fax will send all documents at this resolution unless you specifically change it before transmission. (See page 28 for more information on grayscale scanning.)

1. Press **Program, J, 05, Enter**. Your LCD will display the current resolution in use:

```
Primary:   Normal
          Program/Enter
```

2. Press **Program** to change the mode from Normal to Fine to Superfine to Halftone. When your preferred primary resolution is displayed, press **Enter**.

Set Contrast

Along with an adjustable primary resolution (above), your fax offers a primary contrast setting. Contrast compensates for light or dark originals. Use the setting below to change the primary contrast setting. Your fax defaults to normal contrast.

Use **Normal** for most documents.

Use **Dark** to darken light, washed out originals.

Use **Light** to lighten dark, muddy originals.

1. Press **Program, J, 06, Enter**. The LCD will display the current contrast setting:

```
Contrast: Normal
          Program/Enter
```

2. Press **Program** and you will see the contrast shown in your LCD change from Normal to Dark to Light, then back to Normal.
3. When your LCD shows the proper contrast, press **Enter**.

Set Dialing Pause

The **Dialing Options** key on your fax lets you insert dialing pauses and other options into numbers stored in your autodialer (see page 65). Dialing pauses may be needed when calling on systems that require "9" to reach an outside line, on branch systems, or when calling overseas. This setting lets you decide the length of the pause.

To set the dialing pause:

1. Press **Program, J, 07, Enter**.

```
Set Dialing Pause
Time (05-99):      05
```

2. Using the numeric keypad, enter the length of dialing pause you want, from 05 to 99 seconds. Be sure to use two digits. Press **Enter**.

Set Number of Rings

Now you'll determine the number of times your fax will ring before it automatically answers. You can select any number between 2 and 10.

1. Press **Program, J, 08, Enter**.

```
Set # Of Rings
#      (02-10):    02
```

2. Use the numeric keypad to enter the number of rings in two digits. Press **Enter**.

Set Second Telephone Hold

This setting is for international users of this fax. Leave the setting as it is.

Set Journal Print

Your Activity Journal records important information on your 25 most recent transmissions or 25 most recent receptions. This setting instructs your fax to print the Journal after every 25 transactions.

You can also choose to print out the number of pages your fax has transmitted and received so you can keep track of fax use. See page 85 for information on printing the life monitor with your Activity Journal.

The journals show only the 25 most recent transmissions and 25 most recent receptions. When the 26th reception or 26th transmission is recorded, the oldest transaction is automatically deleted.

To turn the Activity Journal on or off:

1. Press **Program, G, 1, Enter**.

```
Auto Print:      Off
Program/Enter
```

2. Press **Program** to change the current setting.

```
Auto Print: On
Program/Enter
```

3. Press **Enter** to confirm the new setting.

```
Journal On/Off
** Complete **
```

Set ECM Mode

Your fax machine offers a CCITT-standard error correction mode for transmissions and receptions, to assure that important documents look clear and sharp. Here's how error correction mode works:

During ECM transmission, your fax sends your document in small high-speed segments. After each segment is sent, your fax waits briefly to receive a signal from the remote unit—which must also have ECM capability—confirming the image was received properly. If telephone line noise damaged some of the image data, your fax will retransmit the block until it is received properly.

ECM reception works the same way: An ECM-equipped fax will transmit to your unit in high-speed blocks of image. Your fax responds after each block is received, indicating whether the block should be sent again or was received error-free.

Using ECM can increase the length of your fax calls: Resending blocks of data adds to the total transmission time and, if you are paying for the phone call, that could add to the cost of sending your document. You can turn ECM on and off whenever needed, as shown below.

When is ECM Available?

ECM is a feature on many new Group 3 fax machines: Any machine with CCITT-standard ECM can send to or receive from your Muratec fax in the ECM mode if the remote operator selects ECM operation.

If you transmit to or receive from a fax that doesn't have ECM, your call will continue like any normal Group 3 fax communication, but will not have the benefit of ECM error checking.

Selecting ECM

Selecting ECM operation may slow transmission to and from your fax: Retransmitting damaged image data increases the time needed to send the document.

Select ECM operation when sending documents that require the ultimate in transmission insurance. You can leave ECM on all the time to take advantage of its error correction whenever an ECM-equipped fax calls.

To change your ECM setting:

1. Press **Program, J, 10, Enter**. The LCD shows the current setting:

ECM Mode: On
Program/Enter

2. Change the setting by pressing **Program**. When the LCD displays the option you want, press **Enter**.

Set Copy Protect

Because your fax is primarily designed to work as a fax, you may want to disable the Copy feature to conserve fax paper. Use this setting to control the use of the copy function in your office. To learn how to use your fax as a copier, see page 22.

1. Press **Program, J, 11, Enter**. The LCD will show your current setting:

Copy Protect: Off
Program/Enter

2. To change the setting, press **Program**. To confirm the change, press **Enter**. While Copy Protect is on, your fax will sound a brief alarm each time someone attempts to use the Copy feature.

Set Remote Diagnostics

Your fax includes special software that allows Muratec's trained service personnel to test your fax by computer over the telephone. When you call the Muratec Customer Support Center (see page 99), you may be asked to change this setting.

To turn on Remote Diagnostics:

1. Press **Program, J, 12, Enter**. Your LCD will display the current setting:

```
Remote Diag: Off
Program/Enter
```

2. Press **Program** to turn on Remote Diagnostics. Press **Enter** to confirm.

Set Date and Time

The clock in your fax is protected from power failures for up to several days by an internal battery. The LCD displays time in 24-hour format. To change your date and time:

1. Press **Program, H, Enter**. The LCD will display your current time in the following format:

```
Enter Time
'93 03/08 12:51
```

2. Enter the year, month, date and time using the numeric keypad. Press **Enter** when you're finished.

Set Number of Redials

Your fax will automatically redial a busy fax number anytime you attempt transmission using a one-touch key, speed-dial number, programmable one-touch key, or a telephone number entered through the fax machine's numeric keypad. Use this setting to determine how many times your fax should redial the busy number before sounding its alarm to alert you of the unsuccessful transmission.

1. Press **Program, J, 13, Enter**. Your fax will display the following:

```
Set # of Redials
# (2-5): 2
```

2. Enter two, three, four or five redial attempts. Press **Enter**.

Set Redial Interval

When your fax encounters a busy signal, it waits several minutes before redialing. Use this setting to select the number of minutes between redial attempts. If you don't change the setting, the interval is three minutes.

1. Press **Program, J, 14, Enter**. Your LCD will display the current setting:

```
Set Redial Interval
Inter. (3-5): 3
```

2. Using the numeric keypad, choose three, four, or five minutes between redial attempts. Press **Enter**.

Set Hold Melody

Your fax includes an optional melody you can use to let callers know they are on hold. Use the setting below if you want your callers to hear "When The Saints Go Marching In" while they are on hold.

1. Press **Program, J, 15, Enter**. Your fax will display the current setting:

Hold Melody: Off
Program/Enter

2. Press **Program** to turn the hold melody on or off. Press **Enter**.

Enter Your TTI

The Telephone Consumer Protection Act of 1991 requires fax users in the United States to include the following information on every transmission:

- The date and time of transmission
- Name of the sender
- Telephone number of the sender

The TTI on Muratec faxes complies with this regulation, and your fax makes it easy to enter your TTI:

1. Press **Program, I**. Press **Enter** twice.
2. Use the numeric keypad to enter your phone number. If you make a mistake, press **Cancel**. To enter a hyphen (-), press **Dialing Options** once. Be sure to include your area code.

Your Fax Number
214-403-3465

3. Press **Enter**.
4. Your fax will accept your phone number and automatically move to the next screen:

Your Name: Upper
MURATEC_

5. Use the one-touch keys to enter your name, up to 22 characters in length. Press **Cancel** to backspace over a letter.

To enter lower-case letters, first press the one-touch key labelled **II abc**. To use symbols, first press **III SYMBOL**. Press **IV CODE** to enter special codes from the table on page 25. Press **I ABC** to change back to upper-case letters.

6. Press **Enter** to confirm.

Set Passcode

The optional passcode in your fax can be used to protect documents set for polling, to poll documents from a Muratec fax machine with a passcode in place, and to operate in a closed network with other Muratec fax machines.

The closed network option gives you a way to block "junk fax," or unwanted transmissions from unknown fax machines. When you enter a passcode as shown below and select the closed network option (see below), you instruct your fax to hang up on any facsimile machine that calls and fails to present the proper code.

Use the passcode when communicating with Muratec-manufactured fax machines only. Fax machines from other manufacturers—even those that offer their own protection codes—aren't compatible with your machine's passcode.

To cancel the passcode, return the code to 0000. This setting allows any fax made by any manufacturer to send to or poll from your unit.

To set your passcode:

1. Press **Program, J, 16, Enter**. Your LCD will display the current setting:

Set Passcode
Passcode: 0000

2. Using the numeric keypad, select a four-digit passcode. Press **Enter** when you're finished.

Closed Network

You can close your fax to transmissions from unauthorized facsimile machines and eliminate "junk fax" with the closed network feature.

When you turn the closed network on, only Muratec-manufactured fax machines presenting the proper passcode can access your fax for transmission or polling. All other facsimile machines will be disconnected before transmission.

To turn the closed network on or off:

1. Press **Program, J, 17, Enter**.

Closed Net.: Off
Program/Enter

2. Press **Program** to change the setting. Then press **Enter**.

Block Junk Fax

This feature guards your fax from unauthorized facsimile transmissions and eliminates "junk fax." When you activate this feature, the last four digits of the remote fax machine's Subscriber ID are compared to the last four digits in every entry in your one-touch, programmable one-touch, and speed dial directories. If the Subscriber ID of the remote unit matches any number in any of your directories, the call is accepted. If not, the call is disconnected. Remember, the remote fax should have its telephone number programmed as its Subscriber ID. This is a field on the remote fax uncontrollable by you.

Some fax machines do not have a Subscriber ID feature. If your fax is set to Block Junk Fax, you will not be able to receive from these units.

If your office uses a long-distance service that requires dialing access codes after a number, do not use the Block Junk Fax feature. If a phone number plus a long-distance access code is entered into your one-touch directory, it is unlikely that the caller will add the same long-distance code to his Subscriber ID. Therefore, the Subscriber ID will not match the number in your directory and his calls will be blocked. Any kind of code included at the end of a number in your directory can cause blocked calls if the Block Junk Fax feature is activated.

To activate the Block Junk Fax:

1. Press **Program, J, 19, Enter**. The LCD will display your current setting:

Block Junk Fax: Off
Program/Enter

2. Press **Program** to turn the Block Junk Fax on or off. Press **Enter**.

Set Reception Mode

You may choose between three reception modes: Fax Ready, Tel/Fax Ready, and Ans/Fax Ready (see pages 37-40 for more information on reception mode).

To change the reception mode:

1. Press **Program, J, 20, Enter**. Your LCD will display the current setting:

Fax Ready
Program/Enter

2. Press **Program** to change the selected setting. When the setting you desire is displayed, press **Enter**.

Set Memory Transmission

Your fax provides a setting for you to transmit all documents from memory. You can turn the memory transmit on or off for a single transmission by pressing the **Memory Transmit** key on the keypad. To turn memory transmit for all transmissions on or off:

1. Press **Program, J, 21, Enter**. Your LCD will show the present setting:

Memory Tx: On
Program/Enter

2. Press **Program** to turn memory transmit on or off. Press **Enter** to confirm.

Set Department Code

Your fax provides a way for you to track fax usage. When you activate the department code setting of your unit, the fax reminds each user to enter a department code before sending or polling a document. Transactions are then documented by department on the Activity Journal.

Since your Activity Journal documents each transmission's length and destination, the department code option simplifies cost accounting of fax. You assign each department a code and track fax usage by that code.

Note:

The department code function is designed to provide a voluntary fax accounting system. This code doesn't prevent unauthorized use: users may enter any number they choose.

To activate the department code setting:

1. Press **Program, J, 22, Enter**. The LCD will show your present setting:

Dpt. Code: Off
Program/Enter

2. Press **Program** to turn department coding on or off, and press **Enter** to confirm.

Print Settings

Your fax automatically prints your machine settings after the initial start-up. To get a print-out at any other time:

1. Press **Program, J, 23, Enter**. The report will print.

Clear RAM

This command **deletes all user information** from your fax and returns all software settings (dip switches) to their factory defaults.

Do not use this command unless you want to delete **all** user information—TTI, Subscriber ID, speed-dial numbers, one-touch keys, journal information and all other stored information—from your fax.

1. To clear all user settings and software settings, press **Program, *, 3**.

All RAM Clear
Check Program/Cancel

2. Press **Cancel** to clear all settings. Press **Program** to return to standby without clearing settings.

Reception

Your fax machine offers several ways for you to respond to incoming calls. Review each option so you can select the one best suited to your office's needs:

Reception Option	Meaning
<div>Tel Ready Feb 26 93 12:45</div>	You have instructed your fax machine to ignore all calls. You must answer each call manually using the fax machine's telephone handset or another telephone in your office. This option is called "Tel Ready", because you must answer each call manually using the telephone.
<div>Fax Ready Feb 26 93 12:45</div>	You have instructed the fax to answer all calls automatically and begin fax reception. This option is called "Fax Ready", because your unit is ready for fax communication.
<div>Tel/Fax Ready Feb 26 93 12:45</div>	You have attached a telephone to your fax machine's Phone 2 jack and have instructed your fax machine to answer calls automatically if you do not answer the call manually first. This option is called "Tel/Fax Ready", because a telephone is used beside the fax.
<div>Ans/Fax Ready Feb 26 93 12:45</div>	You have attached an answering machine to your fax machine's Phone 2 jack and have instructed the fax to allow the answering machine to answer all calls. When the answering machine answers, the fax will listen quietly on the line and come onto the line only if it detects a remote fax machine attempting transmission. This option is called "Ans/Fax Ready", because an answering machine is used beside the fax.

See the following pages for information on selecting and using these reception options.

Reception Options

Select Manual Reception When:

- Nothing is attached to your fax.
- Your unit will serve as both a fax machine and a business telephone.
- You will answer every call manually using the fax's telephone handset or another telephone in your office.

Tel Ready
Feb. 26, 1993 12:00

To select the "Tel Ready" manual reception option, press the **Auto Answer** key to turn off the Auto Answer light.

When your unit is set to the "Tel Ready" manual reception option, you must answer your fax manually any time it is ringing.

To answer a call, pick up the fax handset. If the call is from a person, talk as you would normally. If the call is from a fax machine, you will hear characteristic electronic fax tones. When you hear these tones, press your machine's **Start** button to return the remote unit's fax "greeting." Then hang up, and reception will begin.

Your fax machine's manual reception option is ideal if you have one telephone line that must serve double duty for fax and business use. That way, you answer all incoming calls, speaking normally to your voice callers and "greeting" remote fax machines by pressing **Start**. In the "Tel Ready" mode, your fax will never answer incoming calls.

This option is called "Tel Ready" on your fax machine's LCD because you answer all calls, fax and voice, using the built-in handset—just the same way you would answer a regular telephone.

What if I answer a call in another room?

Just because your fax machine has a built-in telephone handset, there's no need to race to the fax machine every time your telephone rings. You can use any telephone in your office to answer a call once you know how to respond to fax calls:

If the call is from a fax machine, put the telephone handset down, but don't hang up. Walk to the fax machine and pick up its handset. Then press **Start**.

After you press **Start**, you can hang up both the fax machine's handset and the telephone's handset. Because remote fax machines will wait several seconds to hear reception tones from your unit, you have about 10 seconds to walk to your fax, pick up the handset and press **Start**.

Use "Fax Ready" When:

- Nothing is attached to your fax.
- A dedicated phone line is used for the fax, or you want the fax to answer all calls.
- Your fax will answer every call automatically, unless you answer the call beforehand.

Fax Ready
Feb. 26, 1993 12:00

When your fax is set to the "Fax Ready" automatic reception option, it assumes the responsibility of answering all calls. Your fax will answer calls after a specified number of rings (which you can control), exchange the standard fax "greeting" with the transmitting unit and then attempt reception.

You can choose to answer a call manually before the fax responds. If you do, your options are the same as for manual reception: Pick up before your fax answers automatically and speak with your callers. Press **Start** if you hear fax transmission tones.

The "Fax Ready" setting is ideal for offices that have separate fax and voice phone lines.

This option is called "Fax Ready" on your the unit's LCD because the machine is ready for fax calls only.

To choose the "Fax Ready" automatic reception option:

1. Press the **Auto Answer** key to turn on the Auto Answer light. Your display will change and may now show that your fax is in the "Fax Ready" reception mode. If so, your set-up is complete. If not, follow these additional steps:

2. Press **Program J, 20, Enter**.

Ans/Fax Ready
Program/Enter

3. Press **Program** to change the reception setting to "Fax Ready".

Fax Ready
Feb 26 93 12:00

4. Then press **Enter**.

Use Tel/Fax Ready When:

- A second phone is attached to the Phone 2 jack.
- Your office shares the fax line with the phone.
- Your fax will answer every call automatically, unless you answer the call beforehand.

Tel/Fax Ready
Feb. 26, 1993 12:00

You can connect a second telephone to your fax machine's "Phone 2" jack for added convenience. A second telephone allows several reception options.

First, you can choose to do nothing when your fax rings, letting the fax answer all calls. After it answers, your fax will listen briefly to the incoming call to determine if it is from a fax or from a person.

After that, your fax will sound a special ringing tone. This tone tells you that the fax has answered the incoming call but has not yet determined that the call is from a fax.

If your unit determines that the incoming call is from a fax, it will begin reception. You may hear one or two of the special rings before your unit determines that the call is from a fax.

If your unit determines that the call is from a person, it will sound the special ring for about 30 seconds. Your callers will hear a brief pause after the fax answers their call and then will hear the special ring. If you do not answer the call within the special ring period, your fax will disconnect the telephone line.

Second, some people use the second phone option because they prefer to answer calls using a conventional telephone handset or cordless telephone. When you connect a second telephone to the "Phone 2" jack and answer incoming calls before the fax responds, your options are the same as for manual reception: Talk to your callers, but press **Start** if you hear fax transmission tones.

What if the telephone connected to the Phone 2 jack is on a long telephone cord—even one long enough to stretch into another room? In this case, simply hang up when you hear fax tones. When your fax is in the "Tel/Fax Ready" automatic reception mode, it will attempt fax reception after every call as soon as you hang up the handset of the telephone on Phone 2.

This feature is called "Tel/Fax Ready" on your fax machine's display because a telephone is used alongside the fax. To choose the "Tel/Fax Ready" automatic reception option:

1. Press the **Auto Answer** key to turn on the Auto Answer light. Your display will change and may now show that your fax is the "Tel/Fax Ready" reception mode. If so, your set-up is complete. If not, follow these additional steps:

2. Press **Program J, 20, Enter**.

Ans/Fax Ready
Program/Enter

3. Press **Program** to change the reception setting to "Tel/Fax Ready".

Tel/Fax Ready
 Feb 26 93 12:00

4. Then press **Enter**.

Use Ans/Fax Ready Mode When:

- An answering machine is attached to your fax machine's Phone 2 jack.
- Your office shares the fax line with the telephone.
- Your answering machine will answer every call automatically if you do not answer the call manually first. While the answering machine responds to the call, your fax machine will listen for the standard fax greeting from remote units and will disconnect your answering machine to receive the fax message.

Ans/Fax Ready
 Feb. 26, 1993 12:00

You can connect a telephone answering machine to your fax machine's "Phone 2" jack for the ultimate in fax/telephone convenience. With a few precautions to accommodate the standards every fax must adhere to, your answering machine and fax can work perfectly side by side.

When a fax machine dials automatically—as it does when you use a one-touch key for transmission or program a delayed command—it uses an internal clock to time and control its communication. A transmitting machine waits a set time after dialing to hear the receiving "greeting" from your fax. If it doesn't hear the proper reception tones within this limited period, it usually hangs up to dial again minutes later.

If a telephone answering machine is used on the same line as your fax, the whole transmission process for a remote unit—dialing your fax, ringing and waiting for your answering machine's outgoing message—can take 40 seconds or more. This exceeds the time limit set by the CCITT and would cause the transmitting fax to hang up.

To ensure smooth operation of your fax and answering machine, follow these guidelines:

1. First, make sure your answering machine's telephone line is connected to your fax machine's "Phone 2" jack. The answering machine's power cord should be plugged into an electrical outlet.
2. Press the **Auto Answer** key to turn on the Auto Answer light. Your display will change and may now show that your fax is the "Ans/Fax Ready" reception mode. If not, follow these steps:

3. Press **Program J, 20, Enter**.

Fax Ready
 Program/Enter

4. Press **Program** to change the reception setting to "Ans/Fax Ready".

Ans/Fax Ready
 Feb 26 93 12:00

5. Then press **Enter**.

6. Set your answering machine to answer calls after one or two rings. Consult your answering machine's operating manual for instructions.

7. Create a short outgoing message for your answering machine, ideally one less than 10 seconds long.

When you choose the "Ans/Fax Ready" reception option, incoming calls will be answered by your answering machine, since it should be set to respond after one or two rings. While your answering machine's outgoing message is played, your fax will listen quietly on the line. Callers making voice calls will not know the fax is there.

If your fax detects the standard fax transmission tones from a remote unit it will disconnect your answering machine and begin reception.

Modifying Your Outgoing Message

Here is a suggested outgoing message for your answering machine. You can modify this message to suit your own needs:

Hello. You have reached (your business name or telephone number). If you would like to send a fax, press Start now. If you would like to leave a message, wait for the beep. Thank you.

Your callers can even leave both a voice and fax message on the same telephone call:

Modify your answering machine message to explain that callers can first leave a voice message on your answering machine, then press **Start** to begin their transmission. Your fax will detect the switch from voice to fax, and come on the line to print the message.

Call Reserve

Your fax machine's call reserve feature allows you to have both telephone and facsimile communication at different times during the same call. Without call reserve, your fax prevents telephone conversations after it begins fax communication.

To use this feature, the remote fax must have a similar call-reserve capability.

To reserve a call during transmission or reception:

1. While the fax is sending or receiving, press **Monitor/Call**.

At the remote fax, the telephone will ring after the transmission of each page.

If someone at the remote fax responds to the call request, your fax will ring several times.

2. When your fax rings, pick up the handset and press **Stop**. In a few seconds, the line will open.

3. Begin your conversation.

Note: To transmit after your conversation, insert a document into your fax before hanging up. At the end of your call, instruct the operator of the remote fax to press **Start** before hanging up. When you hear facsimile tones, press **Start** and hang up the handset.

Responding to a Call Request

When a remote operator requests a voice call during fax communication, your fax will ring after each page of the document is received.

1. To answer the call request, pick up the handset and press **Monitor/Call**.
2. When the remote operator responds to your call request response, begin your conversation.

Out-of-Paper Reception

If your fax runs out of paper at night or while you are out of the office, up to 10 incoming documents of a maximum 78 pages total will be stored in your fax machine's memory. These messages will be printed automatically when you replace the paper.

The number of pages your fax can store in memory is determined in part by the page size of the document received and the resolution at which it was transmitted. After your fax machine's memory is full, it will ignore later fax calls and cannot receive again until you replenish the paper.

Low-Paper Warning

A red warning line will appear on your Muratec recording paper when only a few feet of paper remain. Replace the roll as soon as possible.

A black end-of-paper line appears just before the roll ends and prevents further printing, protecting your fax thermal printhead. When your fax reaches this end-of-paper line, the LCD will display "Check RX Paper". Replace the roll immediately.

Block Junk Fax Reception

The Block Junk Fax setting guards your fax from unauthorized facsimile transmission and eliminates "junk fax." Review how this feature works, however, to determine if it is right for your office. If you decide Block Junk Fax is right for your fax network, see page 34 for more information.

When you activate the Block Junk Fax feature, your fax studies the last four digits of each remote fax machine's Subscriber ID. Your fax compares these four digits to every entry in your one-touch, programmable one-touch and speed-dial directories.

If the last four digits of the remote fax machine's Subscriber ID match the last four digits of any number in your autodialer, the call is accepted. If not, the call is disconnected.

Consider the following items before activating this feature:

- First, the remote fax machines you communicate with must have their telephone numbers programmed as their Subscriber IDs. The Subscriber ID is an optional field on most fax machines.
- Second, some fax machines do not have a Subscriber ID feature. If your fax is set to Block Junk Fax, you will not be able to receive from these units.
- Finally, if your office uses a long-distance service that requires dialing access codes after a number, do not use the Block Junk Fax feature. Any kind of code included at the end of a number in your directory can cause blocked calls if the Block Junk Fax feature is activated.

Transmission

Page Size

Your fax can transmit documents in a wide variety of sizes. It can accommodate small notes and computer reports with equal ease. The fax will handle any document, in fact, that fits within these maximum and minimum dimensions:

Maximum: 11 (W) x 35 (L) inches

Minimum: 4.7 (W) x 3.9 (L) inches

An optional setting (see page 84) allows you to transmit water well logs, medical strip charts, and other special documents that are longer than 35 inches.

When transmitting to a fax machine with an 8.5-inch print width, your fax will automatically reduce wider documents to accommodate the receiving unit. To transmit images from documents smaller than the minimum document size or to send newspaper, cardboard, overhead transparencies and other documents that your fax cannot transmit, copy the document on a copier and transmit the copied image.

Do not transmit:

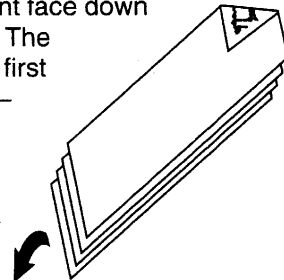
- Extremely thin or wrinkled pages
- Pages with duplicating carbon on one side
- Fabric
- Documents carrying wet correction fluid
- Documents bearing staples, glue tape or paper clips.
- Newspaper
- Post-It Notes

Inserting a Document

Your document feeder will hold up to 30 sheets of normal-weight paper. The feeder advances pages through your fax from the bottom of the inserted stack, so you can add more pages to your feeder during transmission.

To insert a document into the feeder:

1. Adjust the document feeder guides to your document's width.
2. Fan the pages slightly. Insert your document face down into the feeder, with the top feeding in first. The document feeder will automatically pull the first page—the one on the bottom of the stack—partially into the fax.
3. Select the desired resolution. Document transmission in fine, superfine or grayscale takes longer than transmission in normal.



To help you choose a proper resolution, remember:

- Normal is suited to most typed documents.
- Fine is ideal for detailed handwritten documents.
- **Superfine** reproduces the detail of complex drawings or line images, and is available when transmitting to Muratec fax machines with superfine. Documents sent in superfine to other fax machines will arrive in fine mode.

The 16- and 64-level grayscale options are used to accurately transmit halftone images and photographs. Grayscale is available when transmitting to any Group 3 machine -- even those without the grayscale option.

4. Press **Contrast** to choose the contrast desired.

- Normal is suited to most documents.
- **Dark** darkens weak, "washed-out" images.
- **Light** lightens overly dark, muddy originals.

Redialing Busy Numbers

After your fax encounters a busy signal, it will automatically attempt to redial the busy number if you tried to transmit using a:

- One-touch key
- Speed-dial number
- Number entered through the numeric keypad

User settings determine how many times the fax will try to redial a busy number and the amount of time between each attempt (see page 32). To cancel the redial attempt, see Review Commands (page 79).

Using the Keypad

To send a fax using the keypad:

1. Insert the document.

Document Ready
A4 Memory100%

2. Adjust the transmission resolution and original contrast, if desired.

Note:

To change the current memory transmission mode for one transmission, press **Memory Transmit**. When the light is on, your fax will transmit from memory. When the light is off, the fax will transmit from the feeder. To change your user setting for memory transmission, see page 35.

3. Use the numeric keypad to enter the telephone number for the remote fax. If you enter a number by mistake, press **Cancel** to backspace one character at a time, or press **Stop** to clear the LCD and start over. Use the **Dialing Options** key to enter special codes in the phone number sequence. (See page 65 for more information.)

4. Press **Start**.

If you are transmitting from memory, your fax will immediately scan the document into memory before beginning the fax communication. As it scans, the LCD shows how much memory is available for your use.

9:214-403-3465
A4 Memory100%

If you are transmitting from the feeder, your fax will begin dialing.

9:214-403-3465
A4 Normal

If your fax encounters a busy signal, the LCD will display the following, indicating that the fax will try to redial the number.

** Reserved **
Apr 27 93 9:44

Note: As documents are stored in memory, your fax will show in percentages how much memory you've used. The amount of memory used is determined by the size of your document and the transmission modes you use.

Using a One-Touch Key

To send a fax message using a one-touch key:

1. Insert your document.

Document Ready
A4 Memory100%

2. Adjust the transmission resolution and original contrast, if desired.

Note: To change the memory transmission mode for one transmission, press **Memory Transmit**. When the light is on, your fax will transmit from memory. When the light is off, the fax will transmit from the feeder.

3. Press the one-touch key programmed for the receiving fax.

If you are transmitting from memory, your fax will immediately scan the document into memory before beginning the fax communication. As it scans, the LCD shows how much memory is available for your use.

Muratec
A4 Memory100%

If you are transmitting from the feeder, your fax will begin dialing.

9!214-403-3465
A4 Normal

Using a Speed-Dial Number

To send a fax using a speed-dial number:

1. Insert your document.

Document Ready
A4 Memory100%

2. Adjust the transmission resolution and original contrast, if desired.

Note: To change the current memory transmission mode for a single transmission, press **Memory Transmit**. When the light is on, your fax will transmit from memory. When the light is off, the fax will transmit from the feeder.

3. Press **Speed Dial**, followed by the two-digit speed-dial number programmed for the remote fax.

4. Press **Start**.

If you are transmitting from memory, your fax will immediately scan the document into memory before beginning the fax communication. As it scans, the LCD shows how much memory is available for your use.

S01
A4 Memory100%

If you are transmitting from the feeder, your fax will begin dialing.

S01
A4 Normal

Using the Monitor Speaker

To send a fax document using the monitor speaker:

1. Insert your document.

Document Ready
A4 Memory100%

2. Adjust the transmission resolution and original contrast, if desired.

3. Press **Monitor/Call**.

4. Enter the telephone number or autodialer number. Your fax will begin dialing.

** Tel Mode **
9!214-403-3465

5. When you are prompted by the remote machine, press **Start**. The transmission will begin.

Transmit
A4 Normal

Security Transmission

Your fax provides assurance that your fax documents arrive at their intended destination. Security Transmission works the same way as Block Junk Fax, but for outgoing documents instead of incoming. When Security Transmission is activated, your fax compares the last four digits of the telephone number you dial to the last four digits of the Subscriber ID of the remote unit your fax reaches. If these digits match, your call goes through. If they do not match, the fax disconnects the call and prints an error message informing you to check the condition of the remote fax.

Note:

The Subscriber ID in any fax is an optional field. If no ID has been entered into the remote fax, this setting will block your transmission.

1. To activate Security Transmission, press **Program, J, 18, Enter**.

Security Tx: Off
 Program/Enter

2. Press **Program** to turn Security Transmission on or off.
3. Press **Enter** to confirm.

Formatting a Cover Page

When transmitting a fax, many people use a cover page to let the recipient know where the fax is from.

You may find it useful to engage your cover page feature, which automatically transmits an electronic cover page with each fax transmission.

To enter a message for a cover page:

1. Press **Program, L, 2, Enter**.

Cover Page: Upper
 —

2. Enter your cover page message. You may enter up to 40 upper- or lower-case letters, numbers, symbols or codes. Change from upper- to lower-case or to symbols by pressing the appropriate one-touch key (see page 24 for details). Press **Cancel** to backspace over existing information.
3. Press **Enter** when you're finished.

This message will remain in your fax until you change it or clear the machine's memory. Entering the message, however, does not automatically activate the cover page.

To generate a cover page message with each fax you send:

1. Press **Program, L, 1, Enter**.

Cover Page: On
 Program/Enter

2. The LCD will show whether the message is currently turned on or off. Press **Program** to change the current setting.
3. Press **Enter** to confirm.

To see a printout of the current message on your cover sheet:

1. Press **Program, L, 3, Enter**. Your fax will print the cover page as it will appear to the receiving fax machine.

Set Number of Pages

Your fax always numbers the pages you transmit. Documents are numbered sequentially—1, 2, 3, 4, for example—when printed at the remote fax.

You can instruct your fax to number each page and to show the total number of pages being sent: 1/4, 2/4, 3/4, 4/4, for example. You can set the number of pages up to 30, which is the document feeder capacity for your fax.

When you set the number of pages for a particular transmission, your fax looks for that many pages in the transmission. In other words, if you set the number of pages to "5" and then transmit only 3 pages, the transmission will error.

If your fax document consists of a number of seemingly unrelated pages, this feature can help the recipient know the fax has arrived complete.

To tell your fax to number documents in this way:

1. Insert the document in the document feeder.

Document Ready
A4 Memory100%

2. Press **Program, M, Enter**.

Enter # of Pages
(1-30):00

3. Enter the number of pages, then press **Enter**.

Enter Fax Number
—

4. Enter the destination fax number.

Press Start Key
9-214-403-3465

5. Press **Start**.

Storing Delayed Commands

Your fax can store up to 10 delayed commands, programmed up to 31 days in advance. As you enter the date and time for the document to transmit, you won't find a place to enter the month. That's because the fax uses a built-in calendar to plan execution of your delayed commands. If on April 30 you set a delayed command as "02/10:25," the command will take place on May 2.

Since your fax doesn't keep track of the month, you must take special care when delaying a fax to be sent the same date of the next month. To do this, you must tell your fax to send the fax at a time in the day prior to your current time. Otherwise, the transmission will only be delayed to the time you enter, on the same day.

For instance, on April 30 at 11:00 a.m. you tell your fax to transmit a fax on May 30. If you give it a time after that, the fax assumes you only want to delay it by the minutes or hours until that time.

You can send a delayed fax from memory or from the feeder. Of course, if you send it from the feeder, your fax won't scan it until it's connected the call. In most cases, you'll send delayed faxes from memory.

The exception would be documents that exceed the amount of memory you have available. If you want to send a document later and won't need to send any other faxes before the document is transmitted, you may choose to transmit from the feeder rather than memory.

Delayed Transmission

Delaying your document transmission until after business hours means there's less chance your fax will encounter a machine that's busy. It may also reduce your telephone charges.

To send a delayed fax from memory:

1. Make sure the Memory Transmit lamp is lit. If it isn't, press **Memory Transmit**.

2. Place your document into the feeder. Adjust the resolution and contrast, if desired.

Document Ready
A4 Memory100%

3. Enter the fax number, one-touch, or speed-dial number you're transmitting to. Be sure to include area codes and any special long distance codes.

4. Press **Communication Options**.

1.Delayed
Comm. Option/Enter

5. Press **Enter**.

Delayed
Enter Time: 07/10:27

6. Enter the date and time you want the document transmitted. If the fax is to be sent on the same date of the next month, please see special instructions in the "Storing Delayed Commands" section above.

7. Press **Enter**.

Press Start Key
214-403-3465

8. Press **Start**.

The document will scan into memory and will transmit at the time you have designated.

Note:

Any power outage will cause your fax to lose stored documents. When power is restored, the fax will print a list of commands which were erased.

Broadcasting

Delayed transmission sends your document to a single remote unit. When you use broadcasting, one command sends your document to up to 139 locations. Broadcasting can be delayed to take advantage of late-night phone rates, or it can be started immediately.

To set a broadcast for immediate transmission:

1. Insert the document. Adjust the contrast and resolution, if necessary.

Document Ready
A4 Memory100%

2. Press **Broadcast**.

Enter Fax Number
A, G01, 403-3499

3. Using the numeric keypad, enter the broadcast destinations. You can enter up to 10 different numbers using one-touch keys, speed-dial numbers, group numbers and numbers entered with the numeric keypad. To enter a call group, press **Group Dial** before entering the group number. Press **Broad-**

cast between each number you enter. This separates the broadcast destinations and is indicated in the LCD by a comma.

4. When you have entered all the remote broadcast numbers, press **Start**.

Delayed Broadcast

To set a broadcast for transmission up to 31 days later:

1. Insert the document. Adjust contrast and resolution if necessary.

Document Ready
A4 Memory100%

2. Press **Broadcast**.

Enter Fax Number
S99, B, G32

3. Using the numeric keypad, enter the broadcast destinations. You can enter up to 10 different numbers using one-touch keys, speed-dial numbers, group numbers and numbers entered with the numeric keypad. To enter a call group, press **Group Dial** before entering the group number. Press **Broadcast** between each number you enter. This separates the broadcast destinations and is indicated in the LCD by a comma.
4. When you've entered all the remote destinations, press **Communication Options, Enter**.

Delayed
Enter Time: 02/15:33

5. Using the numeric keypad, enter the date of the month and the time you wish to transmit. (See page 48 for additional details on storing delayed commands.)
6. Press **Enter**. Then press **Start**.

Relay Broadcast Initiation

Relay transmission lets you team your fax with a number of Muratec's high-volume fax machines, any of which are known as a relay "hub" machine. The following machines will serve as "hub" units: the Muratec F-50, the F-55, the PCF9, the F-56, and the F-73. Use your fax and the relay broadcast command below to send a document to a hub unit. The hub fax will retransmit the document to each location in the call group or groups you select below.

Note:

Since the fax is sent to multiple locations from the hub fax, you will select call groups already established at the remote machine. Call groups in your own fax have no bearing on a relay broadcast.

Relay broadcast can help reduce your telephone charges: Send a document to an F-55 at a regional headquarters, for example. The F-55 can retransmit the document to offices within the region on local telephone lines. The overall cost of delivering your document is a fraction of the cost if your fax made all the calls on long-distance telephone lines.

1. Place the document in the feeder. Adjust the transmission and contrast, if desired.

Document Ready
A4 Memory100%

2. Press **Communications Options** three times, then **Enter**.

Relay Tx
Group No. _

3. Use the numeric keypad to enter the group numbers from 0 to 32. You may enter up to 10 groups. Remember, the group numbers you are entering must already exist in the hub unit.

Note: To enter more than one group, press **Group Dial** between the group numbers. This will enter a comma between the groups in the LCD.

4. Press **Enter**.
5. Enter the fax number of the hub machine (the machine which will then transmit the documents to the call group you specify). Enter the number using a one-touch key, speed dial number, or a number entered through the numeric keypad.

Press Start Key
214-403-3465

6. To begin your relay transmission immediately, go to step 8. To delay the relay transmission, press **Communication Options, Enter**.

Delayed
Enter Time: 6/13:09

7. Use the numeric keypad to enter the date and time you wish to transmit. Press **Enter**.
8. Press **Start**.

SecureMail

SecureMail is an exclusive Muratec feature for your most confidential documents: SecureMail transmissions are sent to memory "mailboxes" in other Muratec fax machines, where they are protected by an access code selected by the mailbox holder. Your fax can transmit SecureMail messages to other Muratec fax machines and offers up to 10 SecureMail boxes for confidential receptions.

When a SecureMail message is received, your fax will print a message alerting the intended recipient of its arrival. Your fax is set initially to store SecureMail documents for three days. If not retrieved within 72 hours, the message will be erased from memory automatically. You can instruct your fax to store a SecureMail message for up to 31 days. See below for more information.

Create SecureMail Boxes

The first step to begin using SecureMail confidential communication is to create SecureMail boxes within your fax machine's internal memory.

These mailboxes store the confidential messages you and others in your office receive and must be created before remote fax operators can send SecureMail messages to you.

1. To create a SecureMail box, press **Program, E, 1**.

```
E1 Set S Mail Box
Program/Enter
```

2. Press **Enter**.

```
Set SecureMail Box
S Mail No.:
```

3. Use the numeric keypad to enter the number, from 0 to 9, of the mailbox you want to create.

```
Set SecureMail Box
Mailbox Number: 0
```

4. Press **Enter**.

```
S Mail No.:      0
Enter ID Code:   0000
```

5. If you are entering this mailbox information for the first time, press **Enter** and go to step 6. If you are modifying this box, enter your current ID code and press **Enter**.

```
0:Name;      Upper
```

6. Now use one-touch keys **A** through **Z** to type in an identifying name for the SecureMail box. You may enter up to 16 characters.

Briefly press the key labelled **ABC** and the one-touch keys you enter will appear as capital letters. Press the **abc** key to enter lower-case letters. Press **SYMBOL** to enter symbols, spaces and punctuation. Press **CODES** to use the codes described on page 25.

```
0:Name;      Lower
Bill Smith
```

7. When the name has been entered, press **Enter**.

```
S Mail No.:      0
Enter I.D. Code: 0000
```

8. If you are changing the name on an existing box, press **Enter** to save the new name and return to standby mode. If you are entering a new mailbox or want to change the passcode on an existing box, use the numeric keypad to enter your passcode.

Note:

Remember that you will not be able to print messages stored in this box if you forget your passcode.

```
S Mail No.:      0
Enter I.D. Code: 1234
```

9. Press **Enter** to save the mailbox information.

Print SecureMail Box List

This list shows each active SecureMail box and the name assigned to it. To assure the security of information stored in SecureMail boxes, this list does not show the passcodes needed to print documents stored in each box.

1. To print the SecureMail box list, press **Program, E, 2**.

```
E2 Print S Mail List
Program/Enter
```

2. Press **Enter** to print the list.

SecureMail Storage

The SecureMail documents you receive can be stored in your fax machine's SecureMail boxes for up to 31 days. Your fax is set initially to store SecureMail documents for 72 hours, however. If not retrieved within 72 hours, the message will be erased from memory automatically.

To set the storage time for SecureMail documents:

1. Press **Program, E, 4**.

```
E4 S Mail Hold Time
Program/Enter
```

2. Press **Enter**.

S Mail Hold Time
Hold Time (1-31): 03

3. Enter the number of days you want your received SecureMail documents to remain in memory. This setting applies to all SecureMail boxes created within your fax machine. When entering a number less than 10, be sure to use two digits. Enter up to 31 days, if desired.

S Mail Hold Time
Hold Time (1-31): 05

4. Press **Enter**.

SecureMail Transmission and Reception

Transmit SecureMail

The SecureMail documents you send to Muratec F-75, F-73, F-72, F-48 and F-38 fax machines can be stored in memory for up to 31 days. Documents sent to F-55, F-50 and PCF 9 fax machines are stored for 72 hours. F-45, PCF 7, M1800 and M1750 fax machines store SecureMail documents for 24 hours.

1. To send a SecureMail transmission, insert your document into the feeder. Adjust the resolution and contrast, if desired. Use the **Memory Transmit** key to select transmission from the feeder or from memory.

2. Press **Communication Options** twice.

2. S Mail Tx
Comm.Option/Enter

3. Press **Enter**.

S Mail Tx
S Mail No.

4. Use the numeric keypad to enter the mailbox number for the remote unit.

S Mail Tx
S Mail No. 7

5. Press **Enter**.

Enter Fax Number

6. Enter a telephone number for the SecureMail transmission using a one-touch key, speed-dial number or a telephone number entered through the numeric keypad.

Press Start
S99

7. If you want the SecureMail transmission to take place now, press **Start**. If you want to delay the transmission to take advantage of after-hours telephone rates, press **Communication Options** once.

1. Delayed
Comm. Option/Enter

8. Press **Enter**.

Delayed
Enter Time: 26/12:45

9. Use the numeric keypad to enter the date and time for the SecureMail transmission.

Delayed
Enter Time: 26/23:50

10. When the date and time are correct, press **Enter**.

Press Start
S99

11. Press **Start**. If you requested SecureMail transmission from memory, your fax machine will scan the document into memory. If you requested that the SecureMail transmission begin immediately, your fax will start dialing. If you requested a delayed command, the fax will display "Reserved" on the top line of the display.

Reserved
Feb. 26 93 12:45

To review your delayed commands, see page 79.

Print SecureMail

When a SecureMail document is received, your fax will print a message alerting the intended recipient. The received message will be erased from memory automatically if it's not retrieved within the number of days you specify (see page 54).

1. To print a SecureMail message received into memory, press **Program, E, 3**.

E3 Print SecureMail
Program/Enter

2. Press **Enter**.

Print SecureMail
S Mail No.:

3. Use the numeric keypad to enter the number of the mailbox in which the message is stored.

Print SecureMail
S Mail No.: 1

4. Press **Enter**.

Print SecureMail
Enter I.D. Code: 0000

5. Use the keypad to enter your access code.

Print SecureMail
Enter I.D. Code: 1234

6. Press **Enter**. If you entered the right code, the SecureMail message will be printed.

Polling

Polling lets you store a document in your fax for transmission to a remote fax when that fax calls. Polling also lets you call a remote fax and retrieve a document set to be polled.

Your fax can also be used for database polling from Muratec's high-volume office fax machines, like the Muratec F-55. Database polling lets you retrieve documents from numbered files in a central fax machine's memory, and store database files in your fax machine's memory for retrieval by other units.

Documents you store in memory for standard Group 3 polling are usually deleted from memory after a fax machine retrieves them. Through a special software setting, you can tell your fax to save a polled document until you choose to erase it. (See page 86.) Database polling documents always remain in memory until you remove them (page 62).

You can protect polling procedures with a passcode (see page 33). Entering a passcode into your fax will allow only Muratec units presenting the proper passcode to poll documents from your fax.

Polling and Group Polling

Use polling to retrieve documents stored in other fax machines. Polling can be started immediately, or delayed to take advantage of late-night phone rates.

1. Press the **Communication Options** key 4 times.

4. Polling
Comm. Option/Enter

2. Press **Enter**.

Polling
File No.:

3. Press **Enter**.

Enter Fax Number
—

4. Enter the fax number or numbers you need with one-touch keys, speed-dial numbers, the fax machine's telephone keypad or group numbers.

To enter a group number, press **Group Dial** followed by the one- or two-digit group number you need. To enter more than one number, press **Broadcast**. A comma will appear on the display. The example below shows group 1, one-touch key A and a telephone number entered through the keypad.

Enter Fax Number
G1, A, 403-3465

Note: It is not necessary to press **Broadcast** after you've entered the last telephone number.

5. If you want the polling operation to begin immediately, go to step 9. To delay polling, press the **Communication Options** key.

```
1. Delayed
   Comm. Option/Enter
```

6. Press **Enter**.

```
Delayed
Enter Time: 26/12:45
```

7. Use the numeric keypad to enter the date and time for the polling operation.

```
Delayed
Enter Time: 26/23:50
```

8. When the date and time are entered, press **Enter**.

```
Press Start Key
G1, A, 403-3465
```

9. Press **Start**.

Database Polling

Use database polling to retrieve one or more specific files of information on a single call to a Muratec high-volume fax machine, like the Muratec PCF 9, F-50, F-55, F-56 or F-73.

1. Press the **Communication Options** key 4 times.

```
4. Polling
   Comm. Option/Enter
```

2. Press **Enter**.

```
Polling
File No.:
```

3. Enter the database file number or numbers for the information you want to retrieve.

```
Polling
File No.: 1, 2, 87
```

To enter more than one number, press **Communication Options**. A comma will appear on the display. The example above shows a request for database files 1, 2 and 87.

4. Press **Enter**.

```
Enter Fax Number
```

5. Enter the fax number or numbers you need with one-touch keys, speed-dial numbers, the fax machine's telephone keypad or group numbers.

To enter a group number, press **Group Dial** followed by the one- or two-digit group number you need. To enter more than one number, press **Broadcast**. A comma will appear on the display. The example below shows group 15, one-touch key B and a telephone number entered through the keypad.

```
Enter Fax Number
G15, B, 403-3465
```

Note: It is not necessary to press **Broadcast** after you've entered the last telephone number.

6. If you want the database polling operation to begin immediately, go to step 10. To delay polling, press the **Communication Options** key.

```
1. Delayed
Comm. Option/Enter
```

7. Press **Enter**.

```
Delayed
Enter Time: 26/12:45
```

8. Use the numeric keypad to enter the date and time for the polling operation.

```
Delayed
Time: 26/23:50
```

9. When the date and time are entered, press **Enter**.

```
Press Start Key
G1, A, 403-3465
```

10. Press **Start**.

Store Documents for Polling

Your fax machine can store a polling or database polling document for a remote unit to retrieve. Documents set for standard polling can be stored in internal memory or in the fax machine's document feeder. Documents stored for database polling must be saved in internal memory.

Documents set for standard polling—whether they are stored in your fax machine's memory or document feeder—can be retrieved by a remote unit once. See page 86 for an optional setting that instructs your fax to save standard polling documents until you remove them from your memory. Database files are saved in memory until you delete them.

Remember that the optional passcode (see page 33) can be used to protect a document set for polling from unauthorized access.

1. To save a document for polling, insert your document into the feeder. Press the resolution key to choose the resolution and the contrast key to set the contrast, if desired. Use the **Memory Transmit** key to determine if the polling file will be stored in memory.

2. Press Program, D, 1.

D1 Store Polling Doc.
Program/Enter

3. Press Enter.

Store Polling Doc.
File No.

4. If you are storing this document for standard polling by any Group 3 fax machine, go to step 5. If you are storing this document for database polling with other Muratec-manufactured fax machines, enter the two-digit database number.

Store Polling Doc.
File No. 45

5. Press Enter.

If you selected database polling or if you chose standard polling from memory using the **Memory Transmit** key, your fax will scan the document into memory and return to standby. If you selected standard polling from the document feeder, your fax will be able to receive incoming messages but cannot be used for transmission until the document in the feeder has been polled.

Remove a Polling Document

To remove a polling document from the document feeder, press **Stop**. To remove a polling document from memory:

1. Press Program, D, 2.

D2 Erase Polling Doc.
Program/Enter

2. Press Enter.

Erase Polling Doc.
File No.

3. If you are removing a document set for standard polling by any Group 3 fax machine, go to step 4. If you are removing a document stored for database polling by other Muratec-manufactured fax machines, enter the two-digit database number.

Erase Polling Doc.
File No. 45

4. Press Enter.

Print Document

1. To print a document stored for polling or database polling without erasing it from memory, press **Program, D, 3**.

D3 Print Polling Doc.
Program/Enter

2. Press **Enter**.

Print Polling Doc.
File No.

3. If you are printing a document set for standard polling by any Group 3 fax machine, go to step 4. If you are printing a document stored for database polling by other Muratec-manufactured fax machines, enter the two-digit database number.

Print Polling Doc.
File No. 45

4. Press **Enter**.

Autodialer

Your fax stores up to 130 telephone numbers—30 one-touch and 100 speed-dial—in a battery-protected autodialer. For fax or voice calls, the autodialer puts your most-needed telephone numbers just a touch away.

Special Dialing Characters

Your fax machine's **Dialing Options** key provides four options useful when entering autodialer numbers and when entering telephone numbers for transmission and polling. The example below shows three of these options in use:

Document Ready
9!403-3465-/1234

- Press the **Dialing Options** key once to enter a hyphen, "-", in your number. The hyphen makes long numbers easier to read and does not alter the way your fax machine operates.
- To enter a dialing pause in the number, press the **Dialing Options** key once and the right arrow key once. Then press the **Dialing Options** key twice and the right arrow key once again. A hyphen and slash combination, "-/", will appear on the display. Your fax machine will pause briefly when it encounters this combination (see page 29).
- To instruct your fax to pause until it detects a dial tone signal, press the **Dialing Options** key three times. An exclamation point, "!", will appear on the display.

The example above includes all three of these special dialing options: A pause for dial tone after the first number, hyphens between the "403" and "3465" of the telephone number, and a pause before the last four digits.

A fourth option, "-!", is useful for fax machines operating on rotary telephone lines. If your fax is used on tone lines, this option is not needed.

If your local telephone system requires rotary dialing signals but your long distance company requires tone access codes, the "-!" dialing option lets you mix both types of signals in the telephone numbers you enter.

To enter this special symbol, press the **Dialing Options** key once and the right arrow key once. Then press the **Dialing Options** key three times and the right arrow key once again. A hyphen and exclamation point combination, "-!", will appear on the display. Your fax machine will dial all numbers after these characters using touch-tone dialing signals.

Alternate Numbers

Some faxes you communicate with have especially heavy usage and their owners may have a second fax line. Your fax offers a way for you to program up to 10 autodialer numbers with a second, or alternate, number.

This option automatically appears in the programming sequence as long as you have alternate numbers available. When you have used all 10 numbers, the sequence will skip over that option.

One-Touch Keys

Storing One-Touch Keys

Your fax's 30 one-touch keys are labeled **A** to **Z** and **I** to **IV**. This section will describe how to enter a phone number which can be accessed with the touch of a single key.

Any of these 30 one-touch keys can be used alternatively as a programmable one-touch key, so you can teach it common fax commands—like SecureMail transmission, database polling and others—to recall later at the touch of just a single key. For information on programmable one-touch keys, see page 69.

Follow these steps to enter phone numbers for one-touch keys.

1. Press **Program, A, 1, Enter**.

```
Select One Touch No.
A:No Number Stored
```

2. Select the one touch key, **A** to **Z**, or **I** to **IV**. The sample below shows one-touch key **B**. Press **Enter**.

```
B:Fax Number
—
```

3. Enter the number exactly as it should be dialed. You may enter up to 40 characters, including special characters as described at the beginning of this chapter. If you enter a character by mistake, press **Cancel**.

```
B:Fax Number
9!214-403-3465
```

4. Press **Enter** when the telephone number has been entered.

```
B:Alt. No.
—
```

5. If you choose, you may enter an alternate phone number for your fax to try should the primary number be unavailable. Press **Enter**.

```
B: Name: Upper
—
```

Enter the name of the individual or business. You may use 16 characters in any combination of upper- or lower-case letters, symbols, or codes.

Press the key labelled **ABC** and the one-touch keys will appear as upper-case letters. Press **abc** and the letters will appear lower-case. Press **SYMBOL** to enter symbols, spaces, and punctuation. Press **CODE** to use special codes as described on page 25.

```
B: Name; Lower
Muratec_
```

6. Press **Enter** when you're finished.

```
B: Group No.
4, 7, 21
```

7. If you want this one-touch key included in one or more groups, use the numeric keypad to enter the group numbers here.

You may enter the one-touch key in up to 10 call groups by pressing **Group Dial** between call group numbers. Or enter "00" to instruct your fax to include this one-touch key in all 32 call groups.

If you enter more than 10 groups, the following message will appear on your LCD.

A: Group No.
Too Many Locations

The display then returns to the group entry screen. You will find the cursor positioned where the group "overflow" occurred. You can then press **Cancel** to remove the excess groups.

8. Press **Enter**.

Your fax will automatically display the next one-touch number. To add another number, repeat the steps above. Otherwise, press **Stop**.

Changing One-Touch

After a one-touch key has been entered, you can change the number, Location ID, or group numbers programmed by repeating these steps.

When the information you want to change is displayed, press **Cancel** and enter the new information. Complete the steps as described above.

Erasing One-Touch

Use this setting to delete a single one-touch telephone number from your autodialer and erase the Location ID and group numbers assigned to a particular number.

1. Press **Program, A, 2, Enter**.
2. Press the one-touch key you want to erase. Press **Enter**. The LCD looks like this:

Erase One-Touch
Check Program/Enter

3. Press **Enter** to confirm the erasure of the one-touch.

Printing One-Touch Directory

It's easy to print a list of your current one-touch numbers. The listing shows the one-touch key, the Remote Location, the Telephone Number, and the Group Number.

1. To print the directory, press **Program, A, 3, Enter**.

Speed-Dial Numbers

Your fax provides 100 two-digit speed dial numbers, 00-99. These numbers are accessed through the numeric keypad.

Entering a Speed-Dial Number

1. Press **Program, B, 1, Enter**.

Enter Speed-Dial No.
00: No Number Stored

2. Use the numeric keypad to enter the two-digit speed-dial number, from 00 to 99. Press **Enter**.

00: Fax Number
—

3. Enter the fax number exactly as it should be dialed. You can include up to 40 characters, including special dialing characters explained at the start of this chapter.

00: Fax Number
1-214-403-3465

If you enter a character by mistake, press **Cancel**. Press **Enter** after entering the telephone number.

00: Alt. No.
—

4. Enter an alternate number, if desired. A total of 10 alternate numbers are available in your autodialer. (See page 65 for more information on alternate numbers.)

5. Enter the remote Location ID, up to 16 characters in length.

Press the key labelled **ABC** and the one-touch keys you press will appear upper-case. Pressing the **abc** key will cause them to appear lower-case. Press **SYMBOL** to enter symbols, spaces, or punctuation.

00: Name; Upper
Muratec

6. Press **Enter** when you're finished.

7. Enter a group or groups, if desired. Press **Group Dial** to enter a comma between groups. Press **Enter** when you're finished.

00: Group Number
3, 4, 6, 9

Your fax offers up to 32 call groups. To enter more than one group number, press **Group Dial**. A comma will appear on the display. Or enter "00" to include this speed-dial number in all 32 groups.

Changing Speed-Dial Numbers

8. The fax will automatically display the next speed-dial number. Press **Enter** to enter the next speed-dial number, or press **Stop** to return to standby.

To change a speed-dial number, use the same steps as if you were entering a new number. When the information you want to change is displayed, press **Cancel** to erase one character at a time and change the information as you desire. You can also move the cursor by using the left arrow or **Program** keys.

Erasing One Speed-Dial Number

To erase one speed-dial number:

1. Press **Program, B, 2, Enter**.

```
Enter Speed-Dial No.
00:No Number Entered
```

2. Enter the two-digit speed-dial number you wish to erase.

```
Enter Speed-Dial No.
99:1-214-403-3465
```

3. Press **Enter** twice. Press **Stop** to return to standby.

Printing Speed-Dial Directory

It's easy to print a list of your current speed-dial numbers. The listing shows the two-digit speed-dial number, the Remote Location, the Telephone Number, and the Group Number.

1. To print the directory, press **Program, B, 3, Enter**.

Special Programmable Keys

Any of the 30 one-touch keys on your fax can be used as standard one-touch keys or as special programmable keys. Using a one-touch as a programmable key puts the most complicated fax operations in a single keystroke. These keys let you "teach" your fax powerful multi-step commands, so you can use these commands at any time with the touch of a key.

If you don't need these keys for this special use, you may use all of them as any other one-touch key. See page 66 for details.

Programmable One-Touch Keys

Use the settings on the following pages to reduce multi-step instructions to a single keystroke. You can select from transmission, broadcast, relay broadcast, SecureMail transmission, polling, sequential polling, and database polling commands when entering a programmable one-touch key.

Delayed Transmission

1. To enter a programmable function, press **Program, C, 1, Enter**.

```
Select One Touch No.
A: No Number Stored
```

2. Press the one-touch key you want to program.

If there is currently no information stored on this key, it will look like this:

```
Select One Touch No.
A: No Number Stored
```

If there's a previously programmed command stored, it will look something like this.
(The type command you have stored may be different from a delayed transmission.)

```
Select One Touch No.
A: Delayed
```

If you want to keep the one-touch already programmed there, choose another one-touch.
If you proceed, the old information will automatically be overwritten.

If there's a one-touch phone number entered, it will look like this:

```
Select One Touch No.
A: One-Touch Stored
```

A one-touch dial number must be erased before you can proceed. (See page 67.)

3. Press **Enter**.

```
A: Fax Number
1-214-403-3465
```

4. Enter the fax number, including long distance and any other dialing codes necessary.

5. Press **Communication Options**.

```
1.Delayed
Comm. Option/Enter
```

6. Press **Enter**.

```
Delayed
Enter Time:01/01:01
```

7. You can tell your fax to carry out this command in one of three ways:

- Hold the command for a specific time and day. For example, noon on the 10th of the month. To do this, use the numeric keypad to enter the date, hour, and minute for the command:

```
Delayed
Enter Time: 10/12:00
```

- Hold the command for a specific time on the same day the one-touch key is pressed. Use the numeric keypad to enter zeroes for the date. Then enter the hour and minute for the command.

```
Delayed
Enter Time: 00/23:59
```

- Finally, you can tell your fax to carry out your command as soon as the one-touch key is pressed. Simply skip this step, leaving the date

and time as it is. This tells your fax to begin the command as soon as the one-touch key is pressed.

8. Press **Enter**.

9. The LCD will automatically move to the next one-touch key in sequence. Press **Stop** to return to standby, or press **Enter** to enter the next one-touch key.

Delayed Broadcast

1. To enter a programmable function, press **Program, C, 1, Enter**.

Select One-Touch No.
A: Muratec

2. Use the keypad to select the one-touch key you wish to program.

L: Select One-Touch No.
No Number Stored

3. Press **Enter**.

L: Fax Number
—

4. Enter the telephone number for the broadcast using one-touch keys, speed-dial numbers, group numbers, or numbers entered through the numeric keypad. **Do not press Enter**.

L: Fax Number
403-3465, A, G32

To enter more than one number, as shown in the example above, press **Broadcast** after each number. A comma will appear on the display. It is not necessary to press **Broadcast** after you enter the final number.

5. Press **Communication Options** once.

1. Delayed
Comm. Option/Enter

6. Press **Enter**.

Delayed
Enter Time: 26/12:34

7. Enter the time for the delayed command. You can instruct your fax to complete the command in one of three ways. See step 7 on page 70 for examples.

Delayed
Enter Time: 26/23:59

8. When the proper time has been entered, press **Enter**.

Fax Number
L: 403-3465, A, G32

9. Press **Enter** again to save the command.

M:Fax Number
No Number Stored:

10. Press **Stop** to return to standby, or press **Enter** to program another one-touch key.

SecureMail Transmission

1. Press **Program, C, 1, Enter**.

Select One-Touch No.
A: Muratec

2. Use the keypad to select the one-touch key you wish to program.

Select One-Touch No.
L: No Number Stored

3. Press **Enter**.

L: Fax Number
—

4. Enter the telephone number for the SecureMail transmission using a one-touch key, speed-dial number or a number entered through the telephone keypad. **Do not press Enter**.

L: Fax Number
S27

5. Press **Communication Options** twice.

S Mail Tx
Comm. Option/Enter

6. Press **Enter**.

S Mail Tx
S Mail No.

7. Use the numeric keypad to enter the number of the Securemail mailbox at the remote unit. Remember that this mailbox must already have been created at the remote Muratec fax by the fax operator.

S Mail Tx
S Mail No. 5

8. Press **Enter**.

L: Fax Number
S27

9. Press **Communication Options** once.

1. Delayed
Comm. Option/Enter

10. Press **Enter**.

Delayed
Enter Time: 26/12:34

11. Enter the time for the delayed command. You can instruct your fax to complete the command in one of three ways. See step 7 on page 70 for examples.

Delayed
Enter Time: 26/23:59

12. When the proper time has been entered, press **Enter**.

L: Fax Number
S27

13. Press **Enter** again to save the command.

M: Fax Number
No Number Stored:

14. Press **Stop** to return to standby, or press **Enter** to program another one-touch key.

Relay Broadcast Initiation

1. Press **Program, C, 1, Enter**.

Select One-Touch No.
A: Muratec

2. Use the keypad to select the one-touch key you wish to program.

Select One-Touch No.
L: No Number Stored

3. Press **Enter**.

L: Fax Number
—

4. Enter the telephone number for the relay broadcast initiation using a one-touch key, speed-dial number or a number entered through the telephone keypad. **Do not press Enter.**

L: Fax Number
S99

5. Press **Communication Options** three times.

3. Relay Tx
Comm. Option/Enter

6. Press **Enter**.

Relay Tx
Group No.

7. Use the numeric keypad to enter the number of the relay call group programmed at the remote unit. To enter more than one group, press **Group** between each group number.

Remember that this group must already have been created at the remote Muratec fax by the fax operator. The group settings in your autodialer play no role in relay broadcast initiation: Your document will be sent to the members of the remote fax machine's call group.

Relay Tx
Group No. 32

8. Press **Enter**.

L: Fax Number
S99

9. Press **Communication Options** once.

1. Delayed
Comm. Option/Enter

10. Press **Enter**.

Delayed
Enter Time: 26/12:34

11. Enter the time for the delayed command. You can instruct your fax to complete the command in one of three ways. See step 7 on page 70 for examples.

Delayed
Enter Time: 26/23:59

12. When the proper time has been entered, press **Enter**.

L: Fax Number
S99

13. Press **Enter** again to save the command.

M: Fax Number
No Number Stored

14. Press **Stop** to return to standby, or press **Enter** to program another one-touch key.

Poll, Group Poll and Database Poll

1. Press **Program, C, 1, Enter**.

Select One-Touch No.
A: Muratec

2. Use the keypad to select the one-touch key you wish to program.

Select One-Touch No.
L: No Number Stored

3. Press **Enter**.

L: Fax Number
—

4. Enter the telephone number or numbers you need using one-touch keys, speed-dial numbers, call group numbers, or numbers entered through the numeric keypad. **Do not press Enter.**

L: Fax Number
S37, B, G32

To enter more than one number, as shown in the example above, press **Broadcast** after each number. A comma will appear on the display. It is not necessary to press **Broadcast** after you enter the final number.

5. Press **Communication Options** 4 times.

4. Polling
Sp. Tx/Enter

6. Press **Enter**.

Polling
File No.

7. If you are entering a database polling command, enter the file number or numbers to retrieve. To enter more than one file, press **Communication Options**. Then press **Enter**.

If you are entering a standard polling command, simply press **Enter**.

L: Fax Number

8. Press **Communication Options** once.

```
1. Delayed
   Sp. Tx/Enter
```

9. Press **Enter**.

```
Delayed
Enter Time: 26/12:34
```

10. Enter the time for the delayed command. You can instruct your fax to complete the command in one of three ways. See step 7 on page 70 for examples.

```
Delayed
Enter Time: 26/23:59
```

11. When the proper time has been entered, press **Enter**.

```
L: Fax Number
S37, B, G32
```

12. Press **Enter** again to save the command.

```
M:Fax Number
No Number Stored
```

13. Press **Stop** to return to standby, or press **Enter** to program another one-touch key.

Erasing One Programmable One-Touch

1. Press **Program, C, 2, Enter**.

2. Press the one-touch key you want to erase.

3. Press **Enter** twice. Press **Stop** to return to standby, or press **Enter** to erase another one-touch key.

Printing Prog. One-Touch List

For a directory of all your fax's programmable one-touch keys, press **Program, C, 3, Enter**.

The following information is included in this report:

- The one-touch number programmed
- The remote telephone number or group numbers
- The time the function is scheduled to take place
- The type function—except for delayed transmissions or broadcasts, which are left blank.
- Miscellaneous information such as SecureMail boxes or database polling file numbers—this information appears in the "Note" column.

Delayed Commands

Your fax can store 10 delayed commands in memory for unattended fax communications. Program the command to take place any time, up to a month later. Your fax machine's memory does the rest. Set a document in the feeder for transmission when you specify, or scan it into memory so your fax's feeder is accessible for other transactions.

The options below allow you to print a schedule of delayed commands stored in memory, print a document you've stored for delayed transmission, or erase a delayed command.

Print Commands

This report includes the following:

- The number your fax assigns the delayed command
- The remote telephone number
- The scheduled date and time of transmission
- The "option," or what sort of delayed command it is
- Any special notes about the command. A delayed polling command, for instance, notes the file stored. A delayed SecureMail notes the mailbox number.

1. Press **Program, F, 1, Enter**.

Print Stored Document

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

2. Print Stored Doc.
Command No.:

2. Press **Enter**.

Print Stored Doc.
Command No.:

3. Your fax automatically numbers the delayed commands in sequence, 0-9. Therefore, if you have only one delayed command stored, it will be assigned the number **0**. If you're in doubt about the command number, print a command report (see above).
4. Enter the delayed command number, then press **Enter**.

Review Commands on the Display

1. To view a brief description of the delayed commands programmed in your fax, press the **Review Commands** key twice.

2 Confirm Commands
Review/Enter

2. Press **Enter**. A brief message will appear on the fax machine's display identifying the next delayed command to be performed.

26, 23:59 Muratec
Review/Cancel

The first number shows that day of the month on which the command will be performed. The second series of numbers shows the time at which the command will be performed. The last information shows the remote location for the delayed command.

3. Continue to press **Review Commands** to review a brief description of all delayed commands entered in your fax.
4. To return your fax to standby, press **Stop**.

Delete Command

1. To delete a delayed command, press **Review Commands** twice.

2 Confirm Commands
Review/Enter

2. Press **Enter**. A brief message will appear on the fax machine's display identifying the next delayed command to be performed.

26, 23:59 Muratec
Review/Cancel

The first number shows that day of the month on which the command will be performed. The second series of numbers shows the time at which the command will be performed. The last information shows the remote location for the delayed command.

3. Press **Review Commands** until the command you want to delete is shown.

28, 13:27 ABC Co.
Review/Cancel

4. Press **Cancel**.

28, 13:27 ABC Co.
Check Review/Cancel

5. Press **Cancel** again to delete the command.

When you delete a delayed command in this manner, you are cancelling all transmission or polling transactions associated with the command. If the command

you are reviewing is a delayed broadcast to 20 locations, for example, you can cancel transmission to all 20 destinations at once. You can delete transmission to just one of these locations while the broadcast is underway using the "Review Pending Commands" process below.

Review Pending Commands

Because your fax machine can quickly scan into memory several different documents for transmission, even while it is sending or receiving other messages, you need a way to check on the status of individual commands that are pending.

Pending commands are individual transmission or polling operations in line to be completed after the current communication is complete. Pending commands are not the same as delayed commands: Delayed commands have a specific start time at some point in the future; pending commands are in line to be completed as soon as possible.

Pending commands are created in several ways:

- When your fax machine is waiting to redial a busy number.
- When you scan a document in for immediate transmission but your fax is already busy sending or receiving a different document.
- When your fax machine begins to carry out a delayed command that involves several destinations.

Here's an example: Let's say your fax machine is receiving a long document. You want to send a document to another office, so you place your document into the feeder, select memory transmission with the **Memory Transmit** key and press a one-touch key for the remote fax.

Your fax will scan your document into memory so you can get back to work. Your transmission command is now pending, waiting for the end of the current fax reception.

Next, imagine that the scheduled time for a delayed broadcast to 20 locations has arrived: Your fax machine will begin dialing the first location, while each of the 20 total scheduled locations for the broadcast will be shown as separate pending commands.

1. To review pending commands, press **Review Commands** once.

1 Confirm Status
Review/Enter

2. Press **Enter**. A brief message will appear on the fax machine's display identifying the next command to be performed.

Ready 000, Muratec
Review/Cancel

The number shown indicates the order in which pending commands will be completed. The example above, 000, will be the first pending command to be attempted. After the pending command number, your fax displays the location name or telephone number to be dialed.

3. Press **Review Commands** to scroll through and review all pending commands. While you are reviewing your pending commands you have two choices: You can return to standby to instruct your fax to attempt all pending commands, or you can delete one or more pending operations before your fax attempts them.

To return your fax to standby, press **Stop**. If you want to cancel a pending command, press **Review Commands** until the command you want to cancel is shown.

Ready 003, Dallas HQ
Review/Cancel

4. Press **Cancel**.

Ready 000, Muratec
Check Review/Cancel

5. Press **Cancel** again to delete the command.

Check Confirmation Report Status

The **Review Commands** key also provides an easy way to see if a confirmation report has been selected.

A user setting (see page 27) tells your fax machine if you want a confirmation report printed after each transmission. Sometimes you may want to request or cancel a confirmation report for a particular transmission, however, regardless of the user setting. The **Review Commands** key can help.

1. To see if a confirmation report will be printed after the next transmission, press **Review Commands** three times.

3. Check Conf. Report
Review/Enter

2. Press **Enter**.

Comm. Report: Off
Program/Enter

3. The display will show if the communication report is on or off. If you are satisfied with this setting, press **Enter** to return to standby. If you want to change this setting for the next transmission only, press **Program** to change the setting as needed.

Comm. Report: On
Program/Enter

4. When you have changed the setting, press **Enter** to return to standby.

Note:

This is a temporary change, for only one transmission. To change the confirmation report setting for all transmissions, see page 27.

Confirm Transmission Result

Your fax machine always tracks the result of your 25 most recent transmissions, so you can print a confirmation report even hours or days after your document was sent.

If you need another copy, your fax can print a spare.

1. To print a confirmation report for a transmission that's already taken place, press **Review Commands** 4 times.

4 Confirm Result
Review/Enter

2. Press **Enter**.

9-403-3400
OK Review/Enter

Your display will show, one at a time, the location name or telephone number for your 25 most recent transmissions. In the lower left corner, it shows the result of that transmission.

3. Press **Review Commands** until you find the location name or telephone number for the transmission you need.

Muratec
OK Review/Enter

4. Press **Enter**. Your fax will print a transmit confirmation report for the transmission you selected.

Software Settings

Your fax offers some special features through software settings which you tailor to your own needs.

Use care in making these settings. It's possible to change or prevent proper fax operation with an incorrect switch setting. If you think you made an incorrect setting, call the Muratec Customer Support Center (see page 99). You can also use the clear memory command to instantly return all dip switches to their factory settings, but this command deletes all user information from your unit's memory. Your TTI, Subscriber ID, autodialer entries, and any other special settings will be lost when you clear your fax's memory.

Add Length for TTI

Your fax machine includes a special feature that serves as a courtesy to the owners of the plain-paper fax machines with which you communicate.

A TTI normally adds extra length to a transmitted page. Your fax automatically reduces incoming documents slightly to conserve paper, but not all fax machines have this feature. This is not a concern for users of thermal fax machines that print on a roll. However, any transmitted document that is longer than a letter-sized sheet may require a plain-paper unit to print a second page. To eliminate the extra length 1/8 inch needed to print your TTI at the top of a page, your fax automatically deletes a corresponding amount from the top of a page and prints the TTI instead.

You may want to consider leaving the automatic reduction feature active as a courtesy to the plain-paper users with whom you communicate. To disable the feature:

1. Press **Program**, *, 1.

```
Set Memory Switch
Program/Enter
```

2. Press **Enter**.

```
A0: 000000010
Program/Enter
```

3. Press one-touch **B**, 2. The factory setting is:

```
B2: 00000011
Program/Enter
```

4. Press **Enter**.

```
Set Memory Switch
B2: 00000011
```

5. Press **Program** six times.

```
Set Memory Switch
B2: 00000011
```

Note that the cursor moves right each time you press **Program**.

6. Press the numeric keypad **0**.

```
Set Memory Switch
B2: 00000001
```

7. Press **Enter**.

8. Press **Stop** to return to standby.

To return to the factory setting, repeat all the steps above and enter a "1" in step 6.

Effective Scanning Width

Your fax's default setting for B4-width scanning is 9.9 inches. This scan width accommodates most wide documents you transmit, and is accessed using the software's user settings (see page 28).

You can change the B4 default setting from 9.9 to 10.1 inches if you wish. Increasing the scan width can slightly increase the time needed to send some documents.

Note:

After you change the scanning width setting, you will need to turn your fax off and on. Any documents you have stored in memory will be lost, so this setting should be changed when there are no delayed commands stored in memory.

1. Press **Program**, *****, **1**.

```
Set Memory Switch
Program/Enter
```

2. Press **Enter**.

3. Press **D**, numeric **0**, **Enter**. The factory setting is:

```
Set Memory Switch
D0: 00000101
```

4. Press **Program** six times.

5. Press **1**.

```
Set Memory Switch
D0: 00000111
```

6. Press **Enter**.

7. Press **Stop** to return to standby.

To return to the factory setting, repeat the procedure above and enter a "0" in step 5.

Unlimited Document Length: Transmission

Your fax can transmit individual pages up to 35 inches long. If you must transmit very long unbroken pages, like medical strip charts or water well logs, use the setting below to disable your fax machine's paper-jam sensor.

1. Press **Program**, *****, **1**.

```
Set Memory Switch
Program/Enter
```

2. Press **Enter**.

3. Press **D**, numeric **0**, **Enter**. The factory setting is:

```
Set Memory Switch
D0: 00000101
```

4. Press **Program** seven times.

```
Set Memory Switch
D0: 00000101
```

5. Press numeric **0**.

```
Set Memory Switch
D0: 00000100
```

6. Press **Enter**. Press **Stop** to return to standby.

To return to the factory setting, repeat all the steps above and enter a "1" in step 5.

Print Counter

Your fax allows you to keep track of the number of documents it has printed, scanned, and transmitted. When the feature is activated, this information appears on your journal.

- An "S" (Scan) appears on your Transmit Journal. This records the number of pages that pass through the scanner, including pages you transmit and pages you copy.
- A "T" (Transmit) represents the number of pages you have transmitted.
- An "R" (Receive) keeps track of received pages.
- A "P" (Print) appears on your Receive Journal, and indicates the number of pages printed, including receptions, copies, Activity Journals, and confirmation reports.

These numbers will reset to zero when you clear your machine's memory or when the number reaches 65,536. Turning the machine off will also clear the print counter.

1. Press **Program**, *****, **1**, **Enter**.

2. Press **I**, **0**, **Enter**. The factory setting is:

```
Set Memory Switch
I0: 00000111
```

3. Press **Program** three times. The cursor will move to the fourth zero in numeric sequence.

4. Press **1**.

```
Set Memory Switch
I0: 00010111
```

5. Press **Enter**. Press **Stop** to return to standby.

To return to the factory setting, repeat all the steps above and enter a "0" in step 4.

Silent Operation

This setting disables the beep your fax makes at the end of a fax communication, after making a copy, or after an error. To turn off the beep:

1. Press **Program**, *****, **1**, **Enter**.
2. Press **I**, **1**, **Enter**. The factory setting is:

```
Set Memory Switch  
I1: 00000000
```

3. Press **1**.

```
Set Memory Switch  
I1: 10000000
```

4. Press **Enter**.
5. Press **Stop** to return to standby.

To return to the factory setting, repeat all the steps above and enter a "0" in step 3.

Saving a Polled Document in Memory

Your fax is set to erase documents stored in memory for standard Group 3 polling after they've been polled once. You may find it helpful, however, to keep a document stored in memory so that it may be polled multiple times. To save documents in memory:

1. Press **Program**, *****, **1**, **Enter**.
2. Press **I**, **3**, **Enter**. The factory setting is:

```
Set Memory Switch  
I3: 00000110
```

3. Press **Program** five times. Press the numeric **0**.

```
Set Memory Switch  
I3: 00000010
```

4. Press **Enter**. Press **Stop** to return to standby.

To return to the factory setting, repeat the above steps. Enter "1" instead of "0" at step 3.

Activity Journal

Just as a checkbook records your daily financial transactions, your Activity Journal records daily fax activities, enabling you to keep track of your important communications.

Your 25 most recent transmissions and 25 most recent receptions print as two separate journals, either automatically or any time you wish. Information on the Activity Journal includes transmission mode, number of pages sent, result and any error messages encountered.

You can also choose to print out the number of pages your fax has transmitted and received so you can keep track of fax use. See page 85 for information on printing the life monitor with your Activity Journal.

The journals describe the last 50 fax transactions. When the 26th transmission or 26th reception is recorded, the oldest transaction automatically drops from the report.

Printing an Activity Journal

To print a journal any time you choose:

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

G2 Print Journal
Program/Enter

2. Press **Enter**. Your fax will print a copy of the Activity Journal

To instruct your fax to print the Activity Journal automatically after every 25 transactions and 25 receptions:

1. Press **Program, G, Enter**.

G1 Journal On/Off
Program/Enter

2. Press **Enter**. The current setting is displayed:

Auto Print: Off
Program/Enter

3. Press **Program** to turn on the automatic print function on or off.

Auto Print: On
Program/Enter

4. Press **Enter**.

Activity Journal

1. **Period**—Shows the time period covered by the Activity Journal. The Activity Journal is printed automatically after 25 transmissions and 25 receptions, irrespective of the time elapsed, and manually at your request.

2. **No.**—Your fax automatically numbers each fax message, with the series beginning at 001 each day. If several transmissions or receptions are numbered "001" on your journal, they occurred on different days: Look at the Start column (see below) to determine which day each transaction took place.
3. **To/From**—Information identifying the sender or receiver is recorded in this space. Generally, this information is the TTI the remote user chooses. Since the TTI is a voluntary user setting, it may not be the same telephone number or business name you entered in your autodialer. When communicating with Muratec fax units, the remote unit's TTI will be recorded here. When communicating with other fax machines, the Subscriber ID will be recorded.
4. **Mode**—Records the resolution of the transaction.
5. **Start/Received**—When the document transmitted or was received. The first two digits are the date of the month. See the Activity Journal period at the top of the page to determine the month. The remaining information is the time of day the fax transmitted.
6. **Time**—The length of each transaction, from the time the phone connection is made to the time the last page finishes transmitting or receiving.
7. **Page**—Number of pages transmitted or received.
8. **Code**—The department code of the user.
9. **Result**—The outcome of a fax transaction. If an error occurs, the error code is listed here. Transmissions sent in ECM are indicated by an asterisk (*).
10. **Note**—Information about special operations. A fax transmission made using the monitor, for example, is described as "Manual."

**When Destination Data
is Missing or Wrong**

If the "To/From" columns do not record the telephone number or business name you expected:

1. There may not be one programmed at the remote fax unit. The telephone number and TTI are optional on most units, and this information may not have been programmed by the remote operator. Communication with these units may record a "G3" on your journal, showing you were communicating with a Group 3 fax.
2. The information in these fields is entered at the discretion of the remote operator. The Subscriber ID, for example, may not be the same number your fax dialed to send the fax.
3. Some fax machines do not offer a programmable telephone number or TTI. Communications with these units may record a "G3" on your journal, showing you were communicating with a Group 3 fax.
4. The transaction may be cut off before the phone number and TTI can be exchanged. In such cases, your Activity Journal will usually show an error message revealing the fax communication was incomplete.
5. Poor telephone lines can sometimes block the transmission of the Subscriber ID and TTI.
6. A few fax manufacturers do not follow the CCITT standards for Subscriber ID and TTI data. In these cases, information appearing in your "To/From" column may be garbled and unreadable.

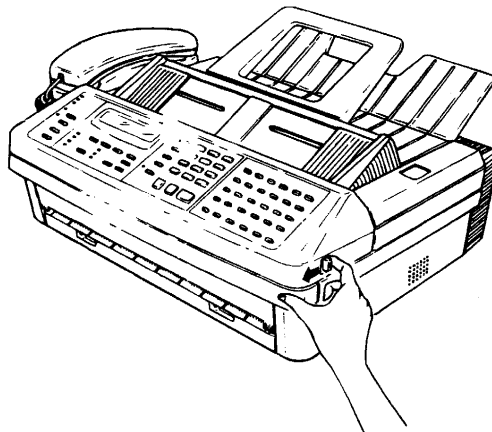
Problem Solving

Paper Jams

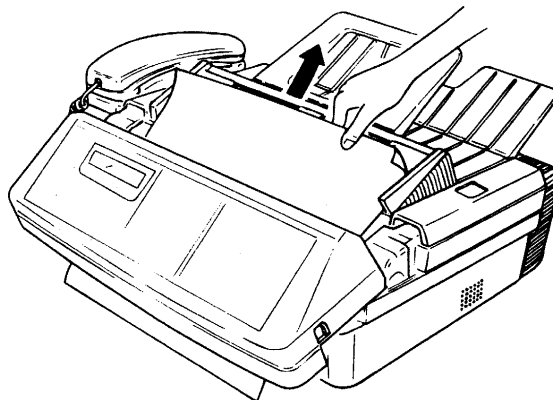
You may occasionally encounter a paper jam when using your fax. The types of paper jams are listed below:

Document Feeder Jam

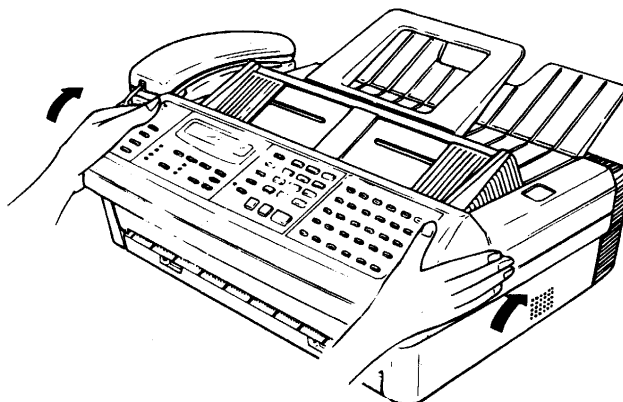
1. Pull the front cover release to open the front cover.



2. Remove jammed page.

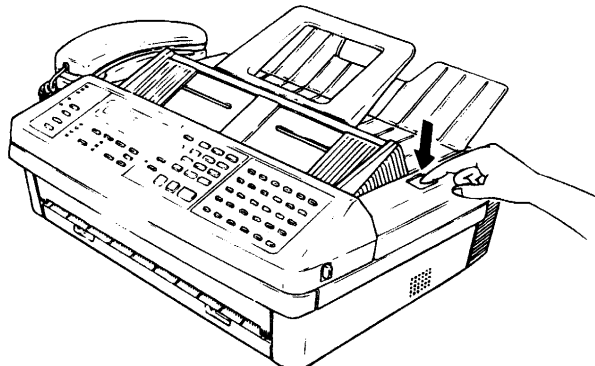


3. Firmly close the front cover.

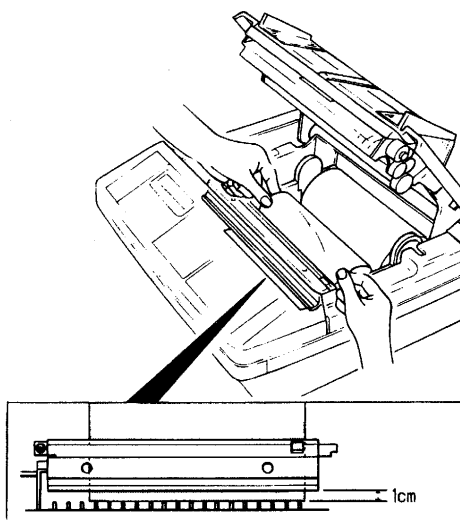


Recording Paper Jams

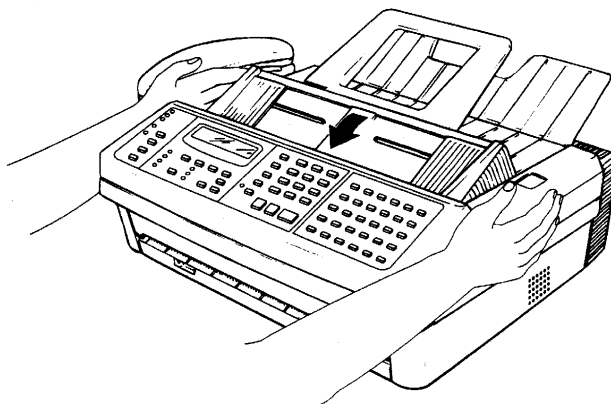
1. Press down the top cover release. The top cover will flip up.
2. Carefully remove the jammed recording paper.



3. With scissors, cut off the wrinkled jammed paper from the recording roll. Discard the wrinkled paper.
4. Feed paper back through the paper guide about half an inch.



5. Firmly close the top cover, using both hands. The machine automatically feeds out about five inches of paper.



Troubleshooting

Occasionally your unit will detect a problem with the telephone line in use or encounter some trouble in transmission or reception. When it does, it will alert you with the lighted alarm lamp and a beeping alarm tone.

You can further identify the problem with the LCD display messages, Activity Journal check messages and printed error codes. See the following sections for information about these troubleshooting methods.

Alarm

Your fax will alert you with the lighted alarm lamp and a beeping alarm if the following occurs:

- Your fax has trouble transmitting
- Your fax has trouble receiving
- Your fax is out of paper

Press **Stop** to cancel the Alarm LED and tone. If your fax is out of paper, you must replace the paper (see page 20) before the Alarm will clear.

LCD Messages

These error messages appear in your unit's LCD and help in troubleshooting fax communication problems.

All Commands In Use

10 delayed commands are in use and no additional commands are available. You can delete an existing command using the **Review Commands** key (see page 79) or you can wait for your fax to complete a delayed command or redial process, freeing up delayed command memory for your use.

Already In Use

The one-touch key you tried to program is already in use. Review a printed directory of your one-touch keys to select a key not in use.

Call for service

A number of conditions may exist. Call your Muratec fax dealer for service.

Check # of Pages

You placed fewer pages into the document feeder than indicated in the "Set # of Pages" user setting (see page 47). Check the number of pages in your document and try the transmission again.

Check Lamp

The lamp in your unit's scanner may be defective, preventing transmission and copying. Contact your local facsimile dealer for help.

Clear Rx Paper

Open the top cover and remove any paper from the cutter area. Reinstall paper and firmly close top cover.

Close Scanner Cover

The front panel of your machine is open. Firmly close it.

Close Top Cover

The top cover of your fax is open. Firmly close it.

Communication Error

An error has occurred in the communication between your fax machine and the remote fax machine. Press **Stop** and try the transaction again.

Copy Off

You tried to use your fax machine to make a copy, but the unit's copy protect feature (see page 31) is on, preventing such use.

Enter No. (0-99)	You entered a number greater than 99 while trying to print a database polling document. Your fax machine can store 100 database polling files, numbered 00 to 99. Select the number of the file you need and re-enter it.
Enter No. (0-32)	You tried to enter a call group number greater than 32. Your fax machine offers 32 groups, numbered 01 to 32. Select the call group you need and re-enter its number.
Enter No. (1-99)	You tried to request more than 99 copies from your fax machine. Your unit can create up to 99 copies of a document. Select a quantity of 99 or fewer, and re-enter your selection.
Feeder In Use	The function you're trying to perform requires use of the feeder, which is already executing a previous command. Wait until that command is complete before proceeding.
Hang Up Phone	The telephone handset to your unit is off hook after transaction. Return the handset to its cradle.
Insert Document	Your unit attempted to carry out a command without a document in its document feeder. Place your document in the feeder and try the command again.
Invalid Number	You've pressed a key whose function isn't valid in the sequence you're entering. This message automatically clears and you may proceed entering your number without corrective action.
Invalid I.D. Code	The code entered to print a received SecureMail document is incorrect. The display will clear after a moment so you can enter the correct code.
Memory Overflow	The document being scanned into your unit's internal memory for transmission or copying requires more memory than your unit has available. When this message appears, press Start to tell your fax machine to keep as many of your pages in memory as possible. Or press Cancel to delete all pages, even those scanned earlier for different commands, from memory.
No Command	You have tried to review upcoming commands using the Review Commands key, but your fax machine does not have any commands stored in memory.
No Command Stored	You requested a delayed command that is not programmed.
No Document Stored	The document you have requested is not stored in your fax's memory. This message appears when the fax memory is empty and you try to print a polling or database polling document from memory or to print a SecureMail reception from memory.
No Number Stored	The one-touch or speed-dial number selected has not been programmed in the autodialer. Check to see that you're using the correct number.
No Report	You have requested an Activity Journal or confirmation report, but your fax does not have a record of any communication having taken place.
Polling in Use	A polling document has already been stored. You cannot store two documents for standard Group 3 polling at the same time.
Printer In Use	The function you're trying to perform requires use of the printer, which is already executing a previous command. Wait until that command is complete before proceeding.
Reset Document	A document is inserted improperly. Remove the document and insert again. Make sure the top part of the document is set firmly and the document guides are snug against the sides of the document.
Too Many Characters	Your fax will recognize a phone number up to 40 digits in length. The phone number you entered exceeded 40 digits. Press Cancel to delete the extra characters and try the command again.

Too Many Locations

More than 10 locations have been entered for a broadcasting or sequential polling command. Press **Cancel** to delete the extra numbers and try the command again.

Printed Messages**Verify Operation
of Remote Machine**

Communication with the remote machine was not possible. This message can be caused by calling an older Group 2 or Group 1 machine that's not compatible with your fax, reaching a fax machine that is broken or out of paper, or dialing a wrong number. Use the fax telephone handset to call the number manually. Ask the remote operator to check the remote fax.

**Verify Readability of
Transmitted Copy**

Poor telephone line conditions have made the document you received unreadable. If so, call the remote location and request that the document be transmitted again.

Please Transmit Again

Your transmission may not have been completed. Poor telephone line conditions, a document feeder jam or problems at the remote machine may have been the cause. Try the transmission again.

**Unable to Contact Remote
Fax Machine. Call Again**

Your fax was unable to complete the communication requested. The remote fax may be busy or set to manual reception with no operator nearby. Call the remote unit and ask the operator to check the fax.

Error Codes

These codes are printed on your unit's Activity Journal and can be used with the other messages to identify the cause of an error. Codes prefaced by a "T" occur during transmission. Those with an "R" occur during reception and "D" codes occur while dialing.

T.1.1.—The remote unit did not respond properly to your facsimile and may not be working. Call the operator of the remote unit.

T.1.2.—The page counter in your unit detected a possible document feeder error. Carefully re-insert the document into the feeder and try the call again.

T.1.4.—The **Stop** button was pressed during a transmission. Call the operator of the remote unit.

T.2.1.—The telephone line disconnected during transmission or facsimile communication became impossible because of poor line conditions. The remote user may also have a closed network in place. Try the call again.

T.2.2.—The machine you are attempting to communicate with is not compatible with your fax. This error will also occur if the remote user has no SecureMail box stored for a SecureMail you tried to send.

T.2.3.—Communication was not possible because of poor line conditions. Try the call again.

T.3.1.—Your unit detected a document feeder error during transmission. Carefully re-insert the document into the feeder and try the call again.

T.4.1.—The telephone line disconnected during the transmission of a page because of excessive modem errors or because the receiving unit ran out of paper. Try the call again.

T.4.2., T.4.4.—Poor line conditions developed after the start of transmission. Try the call again.

T.5.1., T.5.2. and T.5.3.—Line noise or other problems prevented ECM transmission.

R.1.1.—The calling unit did not respond properly to your fax machine. The error can be caused by a wrong number reaching your facsimile.

R.1.2.—The calling unit was not compatible or tried to access a SecureMail box or database file that was not programmed.

R.1.4.—The **Stop** button was pressed in the middle of reception.

R.2.3, R.3.1.—Communication was not possible because of poor line conditions. Call the remote operator.

R.3.2.—The phone line in use disconnected just after the handshake but before the first page was transmitted.

R.3.3.—Too many errors were detected during data reception.

R.3.4.—The transmitting unit disconnected during the handshake because of poor phone lines.

R.4.1.—The receiver could not detect the carrier tone from the transmitter for a period of six consecutive seconds; or there was a recording paper feed problem.

R.4.2.—The phone line disconnected before confirmation of transmission, or the transmitting unit requires maintenance.

R.4.4.—The remote machine has reached its memory capacity.

R.5.1., R.5.2.—Line noise or other problems prevented ECM reception.

D.0.0.—The remote machine is busy. Try the call again.

D.0.1.—The remote unit did not respond. Try the call again. If the message is repeated, call the operator of the remote unit to verify the unit's operation.

Note: Reception errors R.2.3 through R.5.2 can occur at the beginning of fax call, before your unit prints the remote machine's TTI or Subscriber ID, or after you've received several pages of a multiple-page document. If you receive the TTI and Subscriber ID, you may be able to fax the remote unit and identify the reception error for the remote operator. Errors R.1.1 and R.1.2 occur before the TTI can be transmitted, and do not allow you to identify the transmitting unit.

Common Questions

Q: I don't want to install a dedicated phone line for my fax, so I've connected my fax to a PBX phone system. When I get a fax call, all the phones ring. How do I prevent this?

A: Call your PBX manufacturer or telephone company for assistance. They may be able to convert one of the PBX lines for fax use only.

Q: When I dial a remote fax using my fax handset I don't hear fax receiving tones. Am I doing something wrong?

A: When this happens, try pressing **Start**, then hang up the handset as you normally would. It's possible you're calling a fax that doesn't emit answering tones. A few Group 3 faxes on the market sound a sending tone but do not sound a receiving tone. After you transmit, call the remote operator to see if your document was received.

Q: I inserted a document in the feeder and dialed the remote fax, but my machine didn't transmit; however, "Reserved" appears on my LCD. What does this display mean?

A: The remote machine was busy. For more information on setting the number of redial attempts, see the section on User Settings.

Q: Remote operators have complained that they call my fax and hear my answering machine message, but are cut off before they can send a fax. What happened?

A: The outgoing message you have left on your answering machine is probably too long. The remote machine will time out after it waits a few seconds to hear fax tones. To ensure that you receive fax transmissions, change your outgoing message so it is fewer than 10 seconds long.

Q: My manual says the average transmission speed for a page is six seconds, but when I transmit a page it can take much longer to transmit one page. Why?

A: The average transmission speed stated in your manual is based on transmission of the CCITT Test Chart 1. The test chart is a standardized letter used to test fax transmission times.

Some reasons for varying transmission speeds follow:

1. The pages you transmit may contain more information to be scanned than the CCITT Test Chart.
2. The transmission time measured for test documents does not include handshake time. The handshake is the protocol fax machines use to "introduce" themselves.

3. Your transmissions that use fine, superfine or grayscale take longer to transmit than transmissions using normal mode.

Q: What does "Reserved" mean?

A: "Reserved" can mean several things:

- Your machine is trying to redial a busy number.
- The remote fax is busy.
- You're sending a delayed transmission from the feeder.
- A polling operation is taking place from the feeder.

Q: What does an asterisk in the Result column of my Activity Journal mean?

A: The fax transaction took place using Error Correction Mode. For more information, see the section on ECM.

Q: I have entered dashes when storing numbers in my fax machine's autodialer, but they don't appear on the LCD. Am I doing something wrong?

A: No. Your fax displays only what the fax dials, and since dashes aren't dialed, they won't appear on the LCD.

Q: I called the number 011-555-555-1212, but not all of the digits appear on my TCR. Why didn't the whole number appear, and how can I be sure my document was transmitted to the right location?

A: The numbers you enter using the fax keypad are temporarily stored in a memory "buffer." That means the last part of the phone number is all that the fax machine's buffer remembers. An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers as one-touch keys or speed-dial numbers. Numbers stored in the autodialer will appear in their entirety on your reports.

Q: I have my fax set to Manual answer because I'm using it for my business telephone and need to answer each call. However, sometimes when I answer calls, my callers are subjected to piercing, shrill tones. I have to shut off the fax to stop these tones, and only then can I carry on a conversation. This is proving to be very disruptive. What can I do?

A: Your fax is answering the call before you are--it assumes a fax is calling, so it sends out receiving tones. Try setting the number of rings to six instead of two (see User Settings). Six rings will give you plenty of time to answer the call before the fax beats you to it!

Maintenance

With proper installation and a little maintenance, your Muratec fax machine should provide dependable fax service for years to come.

Although little day-to-day care is required for your fax, you can take three simple precautions to ensure long system life:

- Make sure your unit is installed according to Muratec's specifications.
- Proper installation is crucial to the maintenance of your unit. Review the requirements on pages 9-10 before you install your unit. Don't install your fax where it can overheat or in an area that's not properly ventilated. It should be located in a place where it will not gather dust or get splashed by water or other liquids.
- Clean your fax, if needed.

Cleaning Outside

Use a mild cleaning solution sprayed onto a lint-free towel or cloth to wipe down the fax machine's cover and handset.

Never spray cleaner directly on your facsimile machine. The drifting spray could damage components inside your unit.

Cleaning Inside

Always unplug your unit before cleaning.

- Use lint-free swabs, a specially formulated cleaning solution and a supply of compressed dust-free air to clean inside your fax.
- Use a lint-free cloth moistened with cleaning solution to wipe plastic surfaces inside your unit.
- Use the lint-free swabs moistened with cleaning solution to gently wipe components inside your fax.
- Use dry, dust-free compressed air to gently blow dust and other material from areas you cannot reach with swabs.
- Never attempt to clean inside sealed areas of your unit and never spray cleaning solution directly onto your fax.

Service Questions

If you have questions about your fax or its use, in the U.S. call Muratec's Customer Support Center at 1-800-347-3294. In Canada call 1-800-347-3271. For supplies, call 1-800-292-2492.

Trained Muratec service representatives are available from 7:30 a.m. to 7:15 p.m. Monday through Friday Central time, excluding holidays, to resolve any questions not answered in this manual.

Have your fax's serial number ready for the service representative when you call. The serial number is printed on a bar code label on the back of your machine. The last eight numbers of the alpha-numeric bar code make up your serial number.

Glossary

The terms and words below are often used when discussing facsimile machines and fax communication. Not every word or term included below will apply to your Muratec fax. Some, like "private line" and "analog facsimile", are included even though they do not apply to your unit because you may encounter them during your fax use.

Use these definitions for your reference only. Specifications and technical information are subject to change, so call the Muratec Customer Support Center (see page 99) if you have any questions.

A4, B4, A3	Standard stationery sizes defined by the International Standards Organization, an agency of the United Nations. A4 paper is 8.5 inches wide. B4 is 10.1 inches wide and A3 paper is 11.9 inches wide.
Activity Journal	Muratec fax machines offer an Activity Journal to help track and account for your transactions. Made up of individual transmit and receive journals, the activity journal includes information on the transmission mode, number of pages sent, result and any errors encountered. You can set the Activity Journal to print automatically or on demand.
Analog Facsimile	An analog facsimile machine converts each picture element of black or white into an electrical signal. These signals in turn generate constantly changing electrical signal that is transmitted to a receiving fax. Analog facsimile machines are characterized by extremely slow document transmission, 3 minutes per page or more, and are more susceptible to the signal "noise" encountered on standard telephone lines.
Automatic Reduction	Many Muratec fax machines will automatically reduce documents being transmitted to accommodate the effective printing width of the receiving unit. For example, a fax machine with a 10-inch scanning width can send an image 10 inches wide to a unit with an 8.5-inch print width. The complete image will be transmitted and reduced in size when printed at the receiving unit.
Bit	The smallest unit of information in a computer. Contraction of "binary digit". Some Muratec fax machines, which are themselves computers used for telecommunications, allow you to change bits of information to provide or cancel features through software settings. Check your operating instructions.
Broadcast	Some Muratec fax machines offer broadcasting, a feature that lets you transmit a single document to dozens of preprogrammed locations in a call group.
BPS	Bits per second. Used to express the speed of transmission. Because fax transmission treats a document as a graphic image rather than as a series of alphabetic and numeric characters, bps does not correspond to the number of characters transmitted per second. Muratec fax machines transmit and receive at 9600 bps, with automatic fallback to 7200, 4800 and 2400 bps if required by poor telephone line conditions.
Byte	A group of digital elements, usually sent as eight bits to the byte.
Call Group	A preprogrammed group of fax locations used by Muratec units with internal memory to speed broadcasting, polling and other functions.
Call-Waiting Service	Many telephone systems offer an optional call-waiting service that identifies when another party is calling while you are on the phone. Call-waiting signals may cause interruption of facsimile transmission or reception.

CCD	Charged coupled device arrays. The scanning mechanism used in Muratec fax machines to convert a document image into digital facsimile information. Fluorescent light reflected off your document is received by the CCD array and is converted into a digital signal for transmission.
CCITT	Abbreviation for the Consultative Committee for International Telegraph and Telephone, a telecommunications forum for member countries of the United Nations. CCITT Study Group XIV established the primary groups for facsimile equipment, covering communication protocol and transmission. Muratec's Group 3 fax machines offer the fastest transmissions allowed by CCITT when communicating with other Group 3 units. Some Muratec fax machines offer compatibility with older Group 2 and North American FM systems, as well.
CCITT V.29 and V.27 ter.	A standard set of communication procedures allowing fax machines to talk to all other units adhering to those standards.
Closed Network	A network of fax machines that limit access to the network to other units having the same passcode. Some Muratec fax machines offer passcode protection and can participate in a closed network.
Compatibility	The term "compatible" describes the ability of separate things to function together. Muratec fax machines offer CCITT Group 3 compatibility, the modern standard for worldwide communication. Many Muratec units offer Group 2 and North American FM compatibility, as well.
Copy Mode	You can use your Muratec fax as a convenience copier. Many Muratec units can copy in two or more levels of resolution.
Database Polling	See Polling.
Data Compression	Used in digital fax machines to speed transmission. See Digital Facsimile, MH, MR and MSE, SMSE.
Delayed Transmission	Some Muratec fax machines offer one or more delayed commands, allowing you to load documents into your fax machine during work hours for transmission after hours.
Digital	The description of information using a series of two characters or signals. Morse code, for example, represents each character of the alphabet with a unique series of dashes and dots. Digital fax machines convert the graphic image of your document into a series of zeros and ones.
Digital Facsimile	Unlike analog systems that scan every portion of a document, digital fax machines survey a document's overall picture content. Digital fax machines scan a line and convert the information into a binary code of zeros and ones. The fax machine can take this information and compress it, providing transmission speeds of less than one minute per page. Muratec units offer the standard Group 3 data compression method for rapid transmissions to any other Group 3 fax, and many Muratec units offer proprietary transmission speeds for faster transmissions between Muratec-manufactured units.
Dip Switches	Dual in-line package switch: A two-position on-off switch. Many Muratec fax machines include dip switches to control optional settings or features. Check your operating instructions for more information.
DTMF	For dual tone, multiple frequency. The dialing signals generated by push-button or "touch-tone" telephone systems. DTMF telephone service is an option in most North American telephone systems.
ECM	Error correction mode. A CCITT-approved feature for Group 3 fax machines. ECM transmission sends document image data in blocks, and retransmits each block until received properly by the receiving unit.

Effective Printing Width The widest image that can be printed on your fax. The effective width can be influenced by the CCITT group of the unit transmitting to your fax machine.

Effective Scanning Width The maximum width the scanner in your fax can scan during transmission.

Facsimile Although business fax use has grown rapidly since the advent of fast, powerful Group 3 units, facsimile communication itself has a surprisingly long history. The first facsimile system was introduced in 1842, and wide-spread service was underway before 1910. In the United States, fax units attached to home radios provided facsimile newspaper service in several cities through the late 1940s. Facsimile's growing success for news transmission was halted, however, by the development of commercial television.

Facsimile Interface Processor An upgrade that allows some Muratec fax machines to operate with asynchronous ASCII host devices, coupling the power of computers with the scanning and transmission capabilities of fax machines for high-volume communication, graphics input and direct computer-to-fax transmissions.

Fallback Group 3 fax machines operate at the highest transmission speed possible on a given telephone line. Muratec systems offer automatic fallback, so if line quality drops during transmission your fax machine will reduce speed to the fastest possible level.

Fine Resolution 203H x 196V lpi. Also shown as G3F on some units.

Grayscale Not a level of resolution, but a method of scanning and transmitting halftone images. Muratec fax machines with grayscale abilities interpret photographs in levels of gray between white and black. The transmitting fax machine must have grayscale ability to send a photographic image accurately, but the receiving machine does not need it to print the image.

Group 4 A CCITT standard for capturing, processing, communicating and outputting all forms of data. Group 4 will be used for extremely high-volume fax communication in coming years, but the expense of leased, dedicated digital telephone lines will continue to make Group 3 fax the best choice for millions of fax owners.

Handshaking Used by telecommunications and computer equipment to "introduce" two systems to each other. Facsimiles use a handshaking protocol, for example, to identify the CCITT group of each unit and to begin fax communication.

Hz Or hertz. A measure of frequency equal to one cycle per second. Used in the specifications for your fax, it identifies the AC power your unit requires. Call your electrician if you don't know the specifications of your office outlets.

Internal Memory Some of Muratec's most advanced fax machines include internal memory to store documents for transmission or to store incoming messages in SecureMail boxes.

LCD Liquid crystal display. Used on some Muratec units for status displays.

LED Light emitting diode. Used on some Muratec units for displays and lamps.

LPI Lines per inch.

Load Number A number assigned to telecommunications equipment used in Canada and designed to prevent overloading on a telephone circuit. Read the Canadian Department of Communications information in your operating instructions or call your local telecommunications company for more information.

Location ID An optional identifier used on Muratec fax machines. The Location ID lets you identify by name the telephone numbers programmed in your autodialer.

MH	Modified Huffman, the CCITT Group 3 standard data compression method. A feature of all Muratec fax machines, MH assures better than one-page-per-minute transmissions when communicating with other Group 3 units, regardless of manufacturer.
MR	Modified Read, the optional CCITT Group 3 data compression method. Used in some Muratec fax machines and in Muratec's Facsimile Interface Processor and FIP-PC Application Software.
MMR	Modified Modified Read, the optional CCITT Group 3 data compression method. Used in some Muratec fax machines and in Muratec's Facsimile Interface Processor and FIP-PC Application Software.
Modem	Originally an abbreviation of modulator-demodulator, but now a common word in fax and computer use. A modem is a digital device that converts digital data (like the information from your fax machine) into an analog signal for transmission over analog lines (like your ordinary telephone line). A modem is included in your fax machine and allows it to be connected directly to your PSTN telephone line.
MSE, SMSE	Proprietary data compression methods, allowing transmissions faster than with MH and MR whenever you are communicating with a Muratec-manufactured unit. MSE and SMSE are features on many Muratec fax machines.
Normal Resolution	Shown as Norm. 203H x 98V lpi. The standard resolution mode for Group 1 and 2 units, and available on all Group 3 units.
Original Document Size	Used when defining the largest (or smallest) document that can be fed safely through your fax machine. Check your unit's operating instructions for more information.
Passcode	A proprietary feature available on some Muratec fax machines. The four-digit passcode limits access to information set to be polled to units with the same passcode. The code also allows several Muratec systems to create a closed network, limiting access to the network to systems with the same code.
PBX	Private branch exchange. Often called PBX, PABX and others. Privately owned telephone equipment serving a particular building, business or area. Many PBX systems use digital transmission lines which, unlike more common PSTN lines, are not compatible with fax machine use. Do not connect your Muratec unit to a PBX without first checking with the system manufacturer or service representative.
PCAS	Personal Computer Applications Software. Used with FIP, PCAS is a computer-fax interface for Muratec's high-volume fax machines. Allows you to send documents automatically from your computer, store fax transmissions onto your hard disk for viewing and editing, and create fax phone groups of more than 1,000 locations.
Polling	Polling allows you to set a document in your fax machine for automatic transmission to a remote unit when that unit calls, or to call a remote unit and receive a document set to be polled. Polling is convenient whenever a central unit must receive information from one or several remote units. By polling the remote units, the central facility bears all telephone charges and prevents several remote units from calling at the same time. In database polling, remote units can call and request specific files of information stored inside a Muratec unit with internal memory.
PPS	Pulses per second. Used to identify rotary dialing requirements.
Private Line	Or Leased Line. A service offered by many telephone systems that provides an exclusive phone circuit between two geographic points. Your Muratec unit does not require a private line.

PSTN	Public switched telephone network. PSTNs are the most common type of telephone lines and service in use, and are in contrast to private or leased lines. Muratec units provide fast, reliable data transmission over PSTN lines. You do not need a special line or a dedicated telephone line for your Muratec unit.						
Relay Broadcasting	Some Muratec fax machines can store a scanned image in internal memory, transmit the image to all units in a call group, and instruct those remote units to retransmit the image to each fax machine in the remote unit's call group. This relay broadcasting feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission hundreds of preprogrammed fax locations.						
Resolution	<p>The resolution of documents transmitted or copied by fax machines is measured by the number of horizontal (H) and vertical (V) lines per inch the unit can print. Your Muratec unit may offer one or more of these resolution levels:</p> <table> <tr> <td>Norm</td><td>203H x 98V lpi</td></tr> <tr> <td>Fine</td><td>203H x 196V lpi</td></tr> <tr> <td>Superfine</td><td>203H x 392V lpi</td></tr> </table> <p>Some Muratec units also offer grayscale transmissions for accurate reproduction of photographs.</p>	Norm	203H x 98V lpi	Fine	203H x 196V lpi	Superfine	203H x 392V lpi
Norm	203H x 98V lpi						
Fine	203H x 196V lpi						
Superfine	203H x 392V lpi						
Receive Confirmation Report	A receive confirmation report is your assurance that the document you transmitted was received. The RCR prints out after your transmission. It identifies the receiving unit and records the date, time, transmission mode, number of pages sent and result. The RCR is an exclusive feature of Muratec fax machines and is available only when transmitting to another Muratec unit.						
RJ-11C	A standard plug-in telephone jack. The RJ-11C is commonly used in North America for telephone line connections, but call your telephone company if you are unsure of the type of jacks in your office.						
Rotary, Tone Dialing	Most telephone systems in the United States offer rotary and touch-tone dialing options. Muratec units are compatible with both rotary and tone dialing signal requirements. Check your operating instructions for information on setting your unit for rotary or touch-tone dialing. Check with your telephone company if you have rotary dialing service.						
SecureMail	A feature on many Muratec fax machines. SecureMail allows you to send a document to a memory "mail box" in a Muratec unit with internal storage. The transmission is protected at the receiving end by an access code created by the mail box holder.						
Subscriber ID	The Subscriber ID is your unit's telephone number. Part of the TTI, the Subscriber ID is printed at the top of each page received from your unit.						
Surge Protector	A device that protects your telephone or electrical lines. A telephone power surge protector can absorb and divert high-voltage surges caused by lightning or static electricity without interfering with normal telephone operation. An electrical surge protector protects you fax from high-voltage surges in the AC line that may cause damage to your fax and other appliances.						
Touch-Tone	A push-button telephone or the characteristic tones made by such a phone. Also a registered trademark of Western Electric for a brand of telephones.						
Transmit Confirmation Report	Like the RCR, a TCR provides proof that the document you set for transmission was sent. Printed after transmission, the TCR identifies the telephone number to which you programmed the document to be sent.						
Transmit Terminal Identifier	Your programmable TTI is sent automatically with every page you send, and appears at the top of each page printed by the receiving unit. The TTI can be your personal or business name or any other identifier.						

Limited Warranty

This warranty is made by Muratec ("Muratec"). This warranty is valid only on Muratec products purchased and used in the United States of America. This warranty applies to the product only while owned and used by the original purchaser (hereinafter referred to as the "Customer"). If ownership of the product is transferred, this warranty terminates. This warranty does not apply to any product in use for rental purposes.

This Muratec product is warranted against defects in material and workmanship for ninety (90) days commencing the date of original Customer purchase. If the product is defective in material and/or workmanship (normal wear and tear excepted) during the warranty period, Muratec or its authorized representative will, during Muratec's established service availability hours, make necessary adjustments and repairs, including at Muratec's option installation of replacement parts. Muratec's service availability hours are 8:30 a.m. to 5 p.m. Monday through Friday, excluding Muratec-recognized holidays. Muratec will complete the necessary adjustments and repairs within a reasonable time period, as dictated by the nature of the problem and by Muratec's service schedule. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Muratec. This warranty is subject to the OBLIGATIONS and EXCLUSIONS set forth.

OBLIGATIONS

1. This warranty will be honored only on presentation of the original dated authorized Muratec bill of sale or Muratec dealer bill of sale or sales slip to an authorized Muratec service representative, authorized dealer or service center. For the name of your nearest authorized Muratec service center, contact Muratec, toll-free telephone number 1-800-347-3294.
2. During the warranty period, the Customer must notify Muratec by telephone of any defective product material and/or workmanship.
3. Transportation (including prepayment of freight and insurance charges) of the product to and from an authorized Muratec service center, designated by Muratec, is the responsibility of the Customer.
4. If Muratec provides maintenance or responds to a call which is outside the scope of this warranty, such maintenance shall be billed to the Customer at Muratec's then current rates for maintenance and parts and shall be due and payable in full upon receipt of invoice.

EXCLUSIONS

1. This warranty shall not cover a product with missing or altered original identification marks.
2. This warranty applies only to products that the purchaser has properly installed, adjusted and operated in accordance with the instructions set forth in or provided with product literature. This warranty does not apply to any product which has been subjected to tampering, alteration, misuse, abuse, neglect, improper installation or transportation damage. Nor does it apply to costs for any service requested for demonstration or to confirm proper operation of this product.
3. This warranty shall not apply to adjustments, repairs or replacements necessitated by any cause beyond the control of Muratec (whether foreseeable or not) including, but not limited to, any malfunction, defects or failure caused by or resulting from any of the following: improper unpacking or installation, unauthorized service or parts, or improper maintenance or cleaning, modification or repair by the Customer, accident (including without limitation, unavoidable accidents), fire, flood or other acts of God,

improper telephone or electrical power or surges thereof, interconnection with or use of non-compatible equipment or supplies (including paper), or placement of the product in an area which does not conform to Muratec space, electrical and/or environmental requirements.

4. Muratec will not be required to make adjustments, repairs or replacements if the product is installed or used at a location deemed by Muratec to be hazardous to health or safety, or if Muratec is not provided with free and reasonable access to the product and a telephone during service availability hours, or if the product location is not accessible by an authorized Muratec service vehicle.

EXCEPT AS EXPRESSLY SET FORTH ABOVE AND EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, MURATEC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY WARRANTY ARISING FROM COURSE OF DEALING OR USAGE OF TRADE) AND MURATEC EXPRESSLY DISCLAIMS ALL WARRANTIES NOT STATED HEREIN. IN THE EVENT THE PRODUCT IS NOT FREE FROM DEFECTS AS WARRANTED ABOVE, THE CUSTOMER'S SOLE REMEDY SHALL BE REPAIR OR REPLACEMENT AS PROVIDED ABOVE. UNDER NO CIRCUMSTANCES SHALL MURATEC BE LIABLE TO THE CUSTOMER, OR TO ANY USER, FOR ANY DAMAGES, INCLUDING ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EXPENSES, LOST PROFITS, LOST SAVINGS OR ANY OTHER DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE MURATEC PRODUCT, EVEN IF MURATEC OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some States do not allow the exclusion or limitation of incidental or consequential damages and some States do not allow limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from State to State.

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