

muratec™

a product of **murata technology**

800) 292-2492 to order paper and other supplies

972) 364-3314 to order operating instructions

972) 364-1053 to order fax parts

972) 364-3350 to speak with customer support

F-73 Operating Instructions

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Do You Have a Comment?

Your comments and suggestions regarding this manual are welcome. Fax your comments to F-73 Manual, Muratec Product Development, (214) 403-3465.

Copyright and Trademarks

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Specifications

Type: High-speed thermal transfer plain-paper facsimile transmitter/receiver for office use.

Compatibility: CCITT Group 3

Transmission Speed: 6 seconds* per page average.

Phone Line: Public Switched Telephone Network (PSTN) or the equivalent.

Modem: 14,400 bps, with automatic fallback to 12,200, 9600, 7200, 4800 and 2400 bps per CCITT, V.17, V.33, V.29 and V.27 ter.

Data Compression Method: MH, MR, MMR, MSE, SMSE.

Delayed Commands: 10.

Document Feeder: 30 pages.

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

Grayscale: 16- or 64-level scanning.

Printing Width: 8.5 inches.

Scanning Width: 10.1 inches**.

Scanning Method: Solid-state CCD.

Recording Paper: Bond paper, 8.5 x 11 inches or 8.5 x 14 inches, user selectable.

Power: 115V \pm 10%, 50/60 Hz.

Dimensions: 19" (W) x 9.5" (H) x 19.5" (D).

Weight: 42 lbs.

Orig. Doc. Size: Minimum 4.7 (W) x 2.7" (L)
Maximum 12" (W) x 35.4" (L).

Page Memory: 35 pages*** for delayed transmission and delayed commands, 78 pages for out-of-paper reception.

* Based on memory-to-memory transmission of CCITT Test Chart 1 to a Muratec fax. Your transmission times will vary, but your fax will always provide the fastest transmission speeds possible under CCITT guidelines and phone line conditions.

** See page 93.

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

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. For instructions on entering this information into your fax, see page 23.

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.

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 net-

work 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 works on standard telephone lines and can share the line with a business telephone or telephone answering machine.

Your fax connects to your telephone company's phone 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

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 fax, you may experience interruptions of facsimile service.

Electrical Requirements

Power your fax from any 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, 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 volts AC \pm 10%, 50-60 Hz

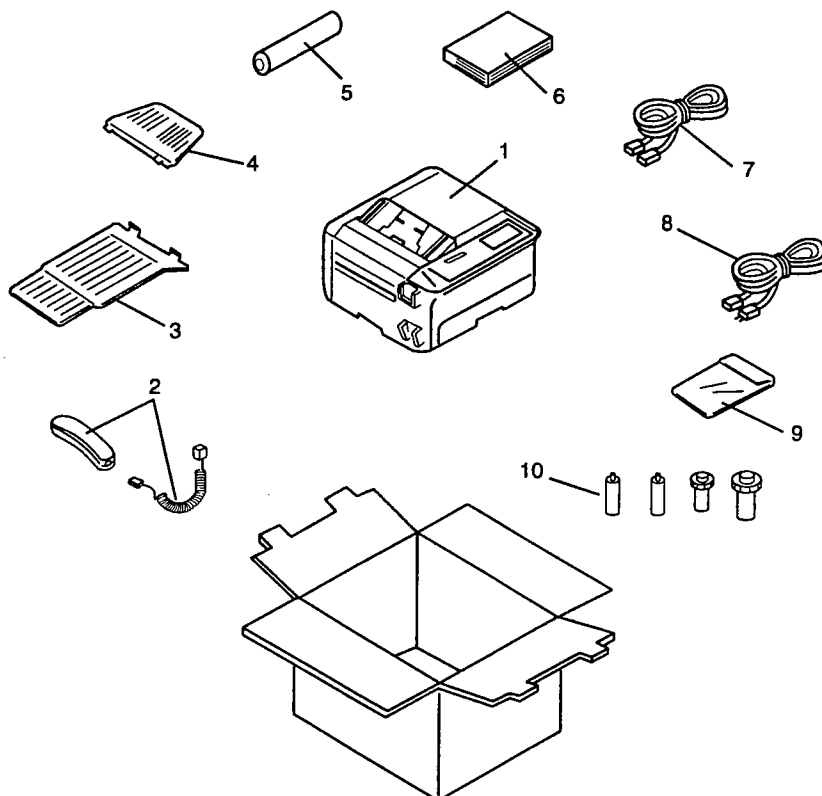
Power Consumption

Standby 13 W
Transmission 48 W
Reception 56 W
Copy 190 W

Unpacking and Assembly

Open your fax machine's shipping carton and take out all components. 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. Discard the silica desiccant shipped with your fax.

After unpacking, check for the following:



1. Your fax
3. Document tray
5. Starter roll of donor film
7. Telephone line
9. Additional documentation

2. Telephone handset and handset cord
4. Document hopper
6. Operating instructions
8. Power cord
10. Donor film flanges

Machine Layout

This introduction identifies the components of your fax machine and briefly describes their uses. To begin installation, see page 13.

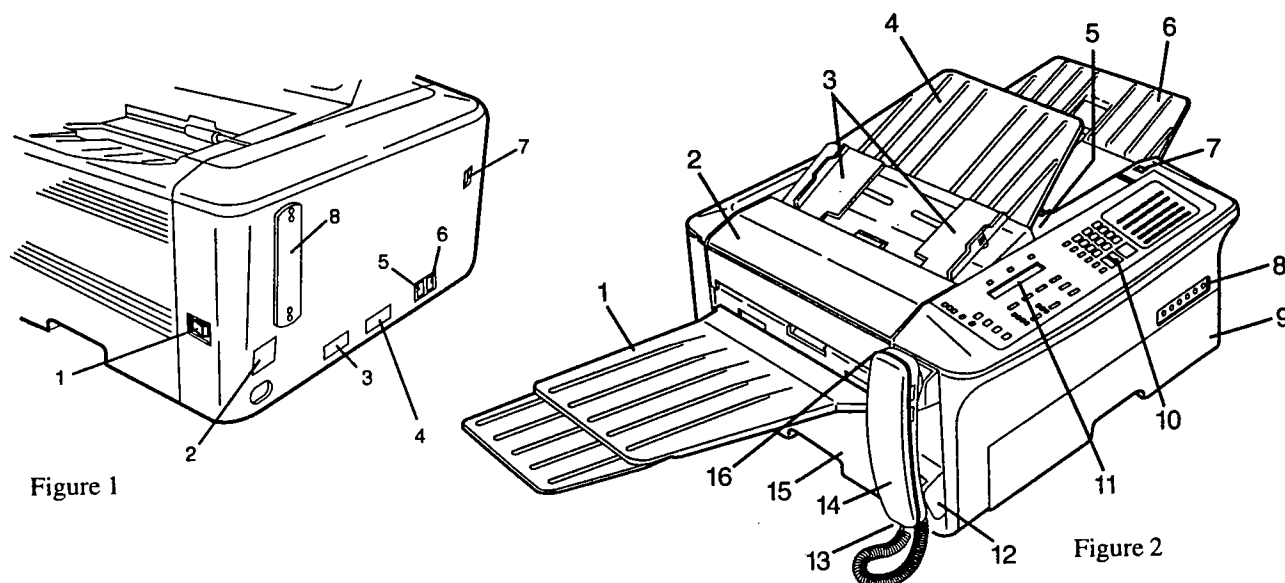


Figure 1

1. On/Off Switch—Leave your fax on all the time so you never miss an important transmission.

2. AC Plug—Connection for power cord.

3. Serial Number—Your unit's unique identification number. Have this number available when calling Muratec for service. Removing the serial number from your fax machine will void your warranty.

4. RS-232C—Optional upgrade allows you to use your fax as a backup text printer for your personal computer. Muratec's Facsimile Interface Processor upgrade expands the powers of your fax even further, allowing you to send letters, spreadsheets, reports and graphics directly from your PC's hard disk to any Group 3 fax. Ask your Muratec representative for more information.

5. Phone 2—Standard RJ-11C modular jack for your telephone answering machine, cordless telephone or other telephone device.

6. Line—Attach the telephone line from this standard RJ-11C modular jack to your telephone wall outlet.

7. Monitor Volume—A dial adjustment for monitor volume.

8. Memory Access—Ask your Muratec representative for information on upgrading your fax machine's document memory. Your fax can store up to 35 pages for transmission and up to 78 pages for out-of-paper reception. Your Muratec representative can add more memory with upgrades at installation or afterward.

Figure 2

1. Document Tray—Holds original documents after transmission or copying.

2. Front Access Cover—Open for easy access to paper jams.

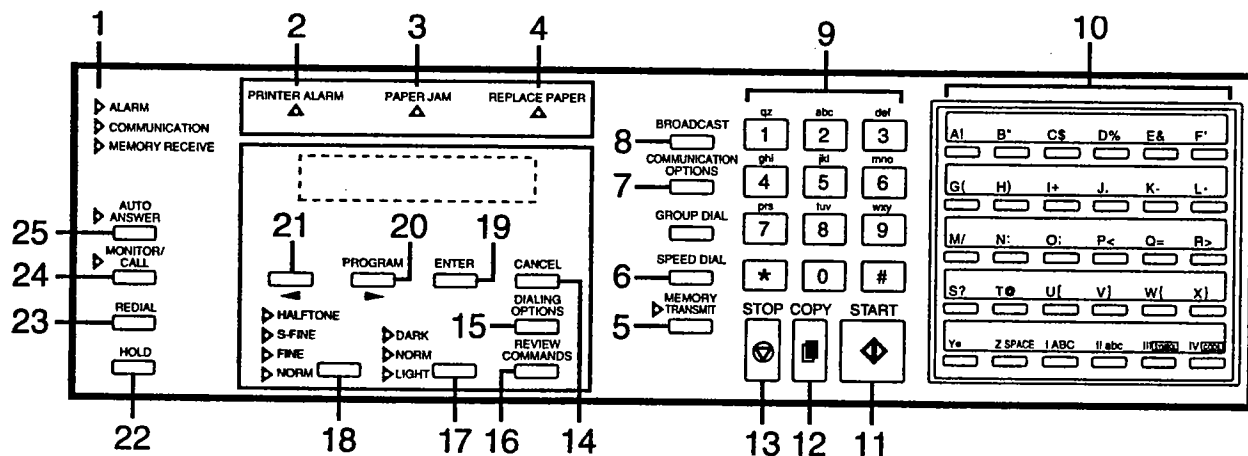
3. Document Guides—These guides adjust to accept pages up to 12 inches wide.

4. **Document Hopper**—Supports documents stacked in the feeder for transmission or copying.
5. **Top Access Cover Release**—Press to open scanner access cover. Open this cover for access to paper jams during reception and while copying.
6. **Receive Tray**—Holds copied or received documents.
7. **Donor Film Level Indicator**—Shows the relative amount of donor film remaining. Green in the window indicates a full supply. An all-red display indicates an empty donor roll. Because the starter roll included with your fax is not as large as a standard roll, the film level indicator will show a partially empty reading when you first install your fax machine.
8. **Paper Size LEDs**—Show whether your paper tray is set for letter or legal paper (see page 16).
9. **Paper Cassette**—Holds up to 250 sheets of letter or legal paper. Pull the cassette toward you to open.
10. **Keypad**—See below for more information on keypad features and options.
11. **Liquid Crystal Display**—Shows fax commands, options and programming instructions.
12. **Telephone Handset Cradle**—Holds your telephone handset.
13. **Telephone Curl Cord**—Attach the curl cord to the telephone handset and to the connector below the handset cradle.
14. **Telephone Handset**—With ringer volume adjustment.
15. **Paper Feed Access Cover**—Pull to open this cover for access to the fax machine's internal paper feed mechanisms.
16. **Front Access Cover Release**—Press down to open the front access cover.

Keyboard Layout

The keys on your fax machine are used to enter information into your fax and to control the way your fax machine operates. Some keys, like **Monitor/Call**, have two names because they perform two or more different functions at different times.

1. **Status LEDs**—Three LEDs that provide at-a-glance information on your fax machine's operation: **Alarm** lights to indicate an error in fax communication. **Communication** lights during fax communication. **Memory Receive** lights when an incoming fax is being received into memory.



2. **Printer Alarm**—Lights when your fax encounters a problem printing a fax message. Check the display or an error report for more information.

3. **Paper Jam**—Lights when an original document or received fax message becomes jammed in your fax. See page 99 for more information.
4. **Replace Paper**—Lights when your paper tray is empty. See page 16 for information on replacing paper.
5. **Memory Transmit**—Press to select transmission from the document feeder or from your fax machine's internal memory. When the **Memory Transmit** LED is lit, your fax will scan documents into memory before trying to transmit them. When the LED is not lit, your fax will transmit your document from the feeder, preventing others in your office from entering documents into the fax until your communication is finished.
6. **Speed Dial**—Press to enter a three-digit speed-dial number for fax transmission or telephone use.
7. **Communication Options**—Press to choose between four powerful fax options: delayed transmission, SecureMail transmission, relay broadcast, or polling.
8. **Broadcast**—Press **Broadcast** to transmit a document to two or more locations. After you press **Broadcast**, you can enter up to 10 one-touch keys, speed-dial numbers, group numbers or telephone numbers entered through the keypad for the operation. You may know this feature as "sequential transmission": The meanings of broadcasting and sequential transmission are the same.
9. **Numeric keypad**—Use to enter telephone numbers for transmission and user settings.
10. **One-touch keys**—Thirty keys, labelled **A** to **Z** and **I** to **IV**, that offer one-touch dialing convenience. You can also use these keys for programmable functions (see page 74). Just teach your fax machine an advanced fax function, like SecureMail or database polling, once. Then recall the function at any time with a programmable one-touch key. Finally, you can use these keys like a typewriter, to type in letters and symbols for your user settings.
11. **Start**—Press to begin manual transmission or reception.
12. **Copy**—Press to copy a document inserted in the document feeder. You can use your fax to make multiple copies of a document: Just insert your document, use the numeric keypad to select from 01 to 99 copies and press **Copy**.
13. **Stop**—Press to stop the current fax operation or command you are entering.
14. **Cancel**—Use **Cancel** to delete information and cancel commands entered in your fax.
15. **Dialing Options**—Press once to enter a hyphen in the telephone numbers you enter into your fax machine. Press two or more times to enter special dialing symbols (see page 67) that may be useful when calling overseas and for other special applications.
16. **Review Commands**—Press to review pending commands, view a brief description of delayed commands, and review other fax settings or reports. See page 83 for more information.
17. **Contrast**—While a document is in the document feeder, press to select normal, dark or light contrast settings. Light will make a dark original document appear lighter when printed at the remote fax. Dark will make a light original document appear darker when printed at the remote fax.
18. **Resolution**—While a document is in the document feeder, press to select normal, fine, superfine or halftone resolution for copying or transmission. Normal is suited to most typed documents. Fine is ideal for detailed or handwritten documents. Superfine reproduces the detail of extremely complicated drawings or line images. The halftone setting accurately transmits photographs and other halftone images. To select 16- or 64-level grayscale, see page 27.
19. **Enter**—Press to confirm user settings, begin fax operations and agree to options displayed by the fax.
20. **Program/Right arrow**—Press to begin entering information to your fax. By

pressing **Program** repeatedly, you can scroll through each of the major command options in your fax.

21. **Left arrow**—Used when entering information into your fax.

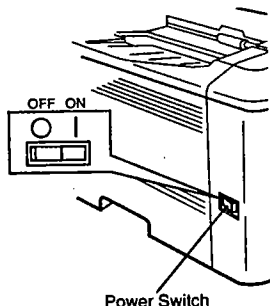
22. **Hold**—While you are using the fax machine's telephone handset, press to place a caller on hold. To return to the caller, briefly depress the handset's telephone hook switch.

23. **Redial**—Press to redial the last number called.

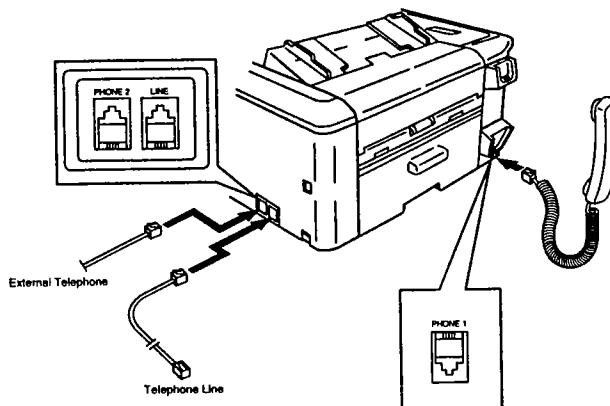
24. **Monitor/Call**—Press for on-hook dialing. While sending a fax, press during transmission to request a call with the remote fax operator.

25. **Auto Answer**—Press to select from your fax machine's manual and automatic reception options. See page 40 for more information. The Auto Answer LED will light when an automatic reception option is selected.

Installation



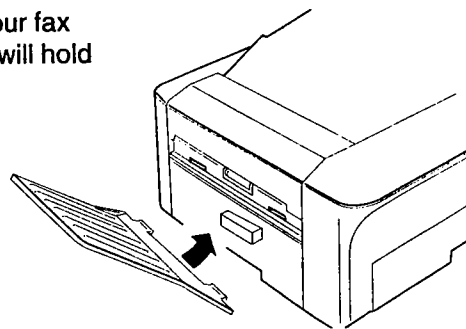
1. Make sure the on/off switch at the right rear of the fax is off.
2. Next, plug the 6-foot telephone line that came with your fax into the connector marked "Line" at the left rear of your fax. Plug the other end into a telephone wall jack in your office or into a telephone line surge protector.



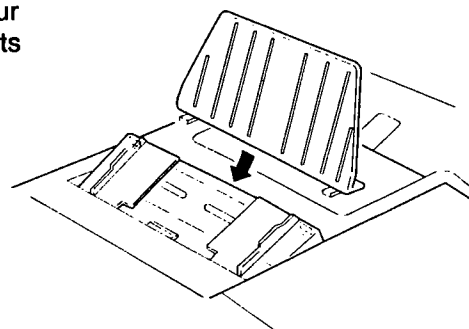
3. Plug the telephone handset cord into the connector below the handset cradle. Hang the telephone handset on the cradle.
4. If you will be using an answering machine or second telephone with your fax machine, connect the telephone line from this device to the "Phone 2" connector at the left rear of your 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.

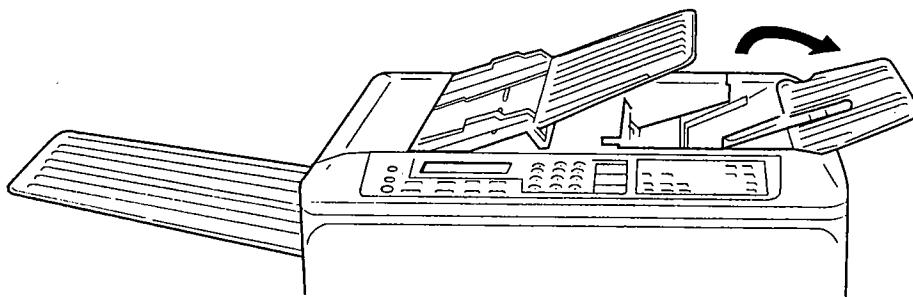
5. Attach the document tray to your fax machine as shown. This tray will hold your original documents after transmission or copying.



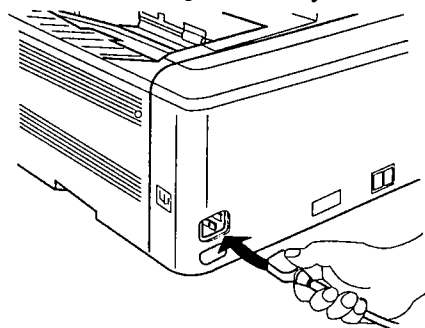
6. Attach the document hopper to your fax as shown. The hopper supports documents stacked in the feeder.



7. Flip the receive tray to the receive position. This tray holds copied or received documents.



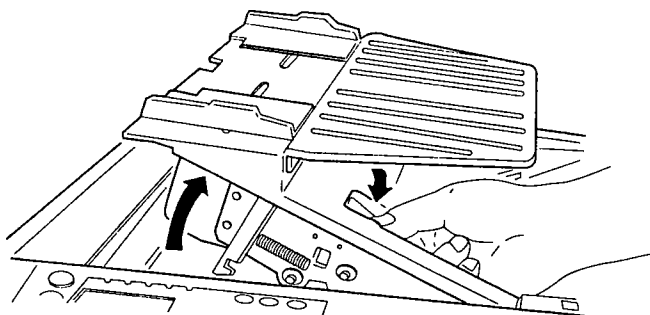
8. Attach the power cord to the connector at the right rear of your fax. Plug the other end into a 115 volt electrical outlet or surge protector.



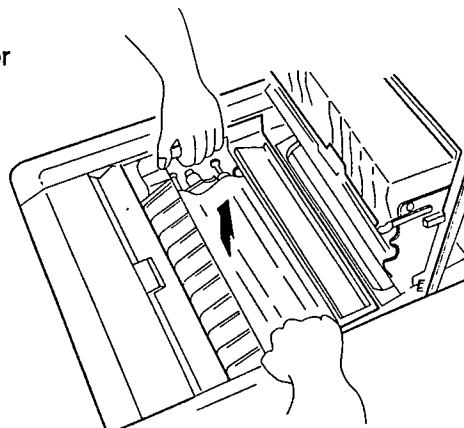
9. Turn the on/off switch on.

Installing Donor Film

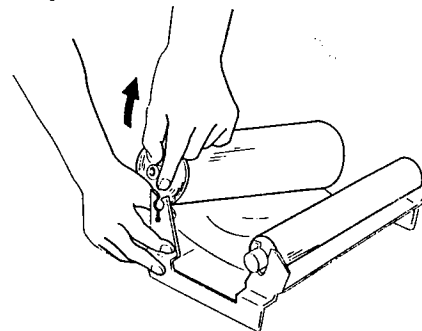
1. Press the top cover release button and open the top of your fax.



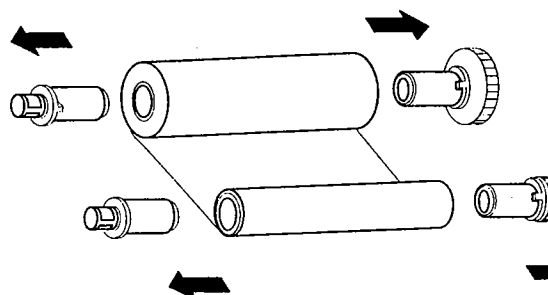
2. Using the handles, lift the donor film cartridge out of your fax.



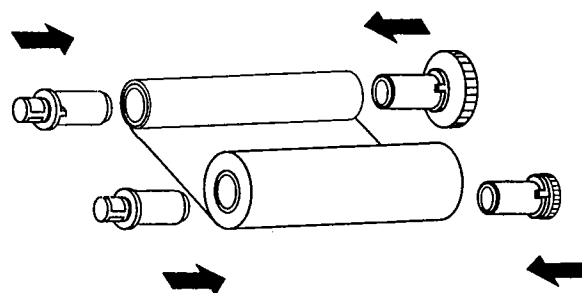
3. Turn the donor film cartridge over and rest it upside down on its handles, as shown. Grasp the cartridge frame firmly and remove the donor film rolls from the cartridge.



4. Remove the color coordinated gears from the ends of the used film rolls.

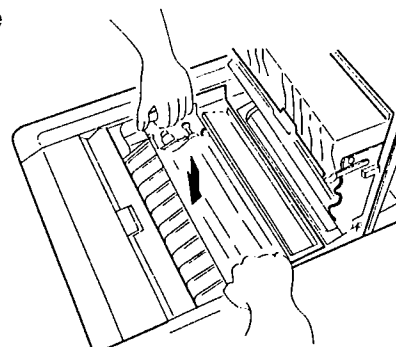


5. Insert the gears into a new set of donor film rolls. Fit the large gear into the empty, take-up roll and the small gear into the new donor film roll.



6. Snap the rolls into the donor cartridge. The donor cartridge includes line art to help correctly install the rolls. Then turn the rolls until only black donor film shows. The blue leading film cannot be used to print fax messages.

7. Replace the cartridge, resting the colored gears on their matching gear stands.



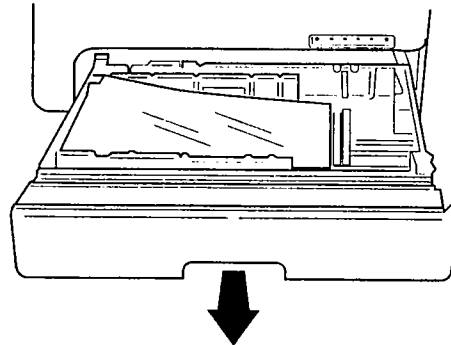
Donor Film Rolls

Your fax prints with a special donor film roll available through your local fax dealer or your Muratec representative. When your supply of donor film runs low, ask your Muratec representative or your local facsimile dealer for a replacement roll, Muratec Item Master Number **PF100**.

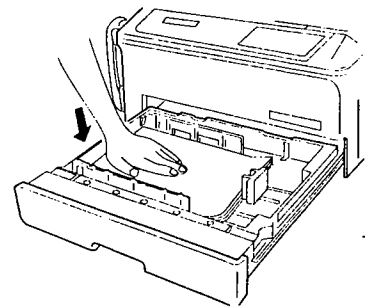
Installing Paper

Your fax prints on 20-pound copier paper—the same kind of paper used in your office copier. Using different paper will reduce the reliability of your fax. To install copy paper in your fax machine:

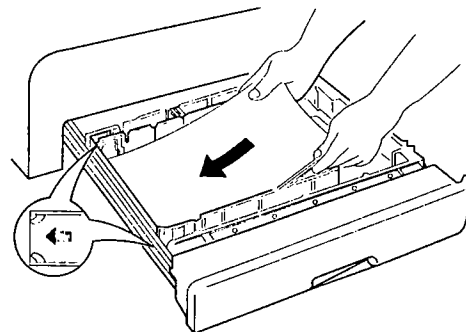
1. Pull forward on the paper cassette to open.



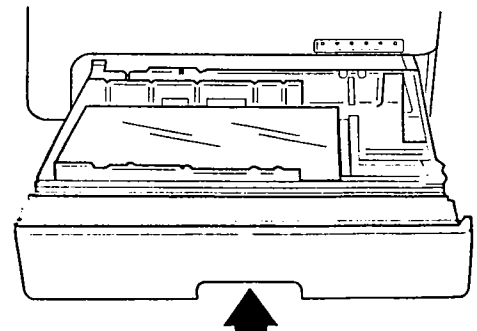
2. Press down on the cassette plate until you hear a click.



3. Insert the paper under the metal tabs shown here. The cassette will hold about 250 sheets of paper.



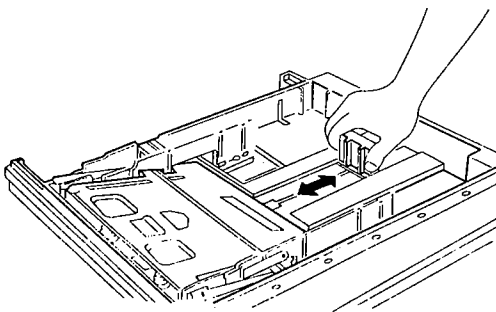
4. Push the paper cassette to its original closed position.



Changing Paper Sizes

Your fax is easily adjustable to letter- or legal-sized paper lengths. To change the setting, press both sides of the length adjustment guide as shown. All other parts in the paper

cassette are pre-set for optimum results and should only be adjusted by a trained Muratec service technician.



Low-Paper Warning

When your fax has about 35 sheets of paper remaining in the paper cassette, the LCD will display "Please Replace Paper". You can continue to receive while this message is displayed, until the fax runs out of paper. Add more paper as shown above and close the cassette.

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 will be stored in your fax machine's memory. These documents will be printed automatically when you replace the copy paper.

The total 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 copy 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. Press the contrast key to compensate for a dark or light original. Then press **Copy**.

Legal-Sized or Multiple Copies

To copy a legal-sized document onto letter-sized paper or to create multiple copies of the same document, place your document face down in the feeder. Then use the numeric keypad to enter the number of copies you want created—even if it's just one copy—and press **Copy**. The extra step of using the numeric keypad to enter the number of copies you want instructs your fax to scan the entire document into memory before copying it.

Multiple Copies 01/05
 ** Printing **

Telephone Features

Your fax machine and telephone handset are set initially for use on tone telephone systems rather than rotary. If your telephone system requires rotary dialing signals, be sure to select rotary dialing when you enter the "Set Phone Line Type" setting in the user settings (see page 26).

A small switch on the side of your fax machine's telephone handset controls the ringer volume of the fax handset. Check your handset to make sure it will provide a ringer volume appropriate for your office.

These other telephone features are built into your fax:

Hold—just press **Hold** to place a call on hold. Your fax includes an optional melody (see page 33) you can use to let your caller know the line is on hold.

Your fax will beep several times at one-minute intervals to remind you your caller is waiting. The Hold LED will also light while a call is on hold. If you have not picked up the call after five minutes, your fax will disconnect the call automatically.

To return to a call placed on hold, just pick up your machine's built-in handset or a telephone connected to the fax machine's "Phone 2" jack.

Monitor/Call—For hands-free voice or fax dialing, press **Monitor/Call** to get a dial tone while the fax machine's handset remains down. Then enter a telephone number using the numeric keypad, a one-touch key or **Speed Dial** and a three-digit speed-dial number. For voice dialing, pick up the handset when the call is answered. For fax dialing, make sure there is a document in the fax machine's feeder and press **Start** when the remote fax answers.

Redial—Press **Redial** to redial the last number attempted using the numeric keypad, a one-touch key or a speed-dial number. The **Redial** button cannot redial numbers called using the fax machine's handset or a telephone connected to the "Phone 2" jack.

Easy Software Start-Up

An Optional Way to Enter Important User Settings

As an easy way to wrap up installation, your fax offers a short, guided installation process for some of the most important user settings in your unit. This introductory program is optional—and you can always change any settings you make below by using individual user settings discussed later in this manual.

In this introduction, your fax will lead you through these very important user settings:

- **Phone type**—Tells your fax machine what type of telephone dialing signals—pulse or touch-tone—are required by your telephone company.
- **Date and time**—Adds the correct time, day, month and year to your fax machine's display.
- **Fax number**—Adds your fax machine's telephone number to the top of each page you send.
- **Name**—Adds your personal or business name to the top of each document you send.
- **Reception mode**—Identifies how you want your fax machine to respond to incoming calls and tells your fax whether you plan to use the unit on a dedicated telephone line, alongside an answering machine, or alongside a business telephone.

This brief introduction is ideal for the office that wants to set up the fax and begin working with it immediately. It covers the basics, while letting you review more advanced user settings at your convenience.

To begin the guided introduction to these important user settings:

1. After your unit has been installed and is turned on, your fax display will show a date and time, although the date and time shown may not be right. Your display may look like this:

Fax Ready
Jan 01 93 12:45

2. Press the **Program** key.

A One-Touch Dial
Program/Enter

3. Press the asterisk key, *, on the numeric keypad. The display will not change. Then press the 4 key on the numeric keypad once. In a moment, the display will change:

Phone Type: Tone
Program/Enter

4. Press the **Program** key to select tone or pulse (sometimes called rotary) dialing. When you have selected the dialing signals you need, press **Enter**.

Enter Time
'92 01/01 12:45

5. Use the numeric keypad to enter the last two digits of the current year. The display will change to reflect the entries you are making.

Enter Time
'93 01/01 12:45

6. Continue using the numeric keypad to enter the month, day and time. Enter the time in 24-hour format where, for example, 1 p.m. is shown as 13:00 and 5:30 p.m. is shown as 17:30.

Enter Time
'93 02/26 18:30

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

Your Fax Number

8. Use the numeric keypad to enter the telephone number for your fax machine. To enter a dash, press the **Dialing Options** key once. Remember to include your area code.

Your Fax Number
1-214-403-3636

9. When you have entered your telephone number, press **Enter**.

Your Name

10. Now use one-touch keys **A** through **Z** to type in your name or your business name. You may enter up to 22 characters for your name.

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 the **Symbol** key to enter the symbols, spaces and punctuation appearing on the one-touch keypad. Or press the **Code** key and enter the two-digit codes shown on the following page to enter special letters and symbols.

Your Name ; Lower
R. Gauer

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 will appear on your display.

First Digit

Second Digit

	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	í	
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	Ø	
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	ç	§	Ú
C	,	<	L	¥	ı	ı	î	£	Á	Õ
D	-	=	M]	m	}	ì	¥	È	Ã
E	.	>	N	^	n	→	Ä	Pt	Í	Ê
F	/	?	O	—	o	←	À	f	Ó	

Your Name ; Code
R. Gauer @

11. If you enter a character by mistake, press **Cancel**. When your name is correct, press **Enter**.

Fax Ready
Program/Enter

12. Press **Program** to scroll through the automatic reception options. This setting tells your fax machine how it will be used in your office:

If the fax machine is being used on a dedicated phone line with no other telephone devices attached, select Fax Ready.

If the fax will be used with a telephone connected to the "Phone 2" jack at the back of the fax, select Tel/Fax Ready.

If the fax will be used with a telephone answering machine plugged into its "Phone 2" jack, select Ans/Fax Ready.

See the Reception section for more details on the many reception options your fax allows.

13. When you have selected the proper reception option for your fax machine, press **Enter**. Your fax machine will print a one-page report showing the status of your unit's user settings. For more information on these settings, see the user settings section.

User Settings

Most user settings can be entered either when you install your fax or later on, after you find a need for a particular feature. You can enter the settings below in any order you wish and you can ignore any settings that do not meet your particular fax needs.

Setting Language of Operation

Your fax can display LCD screens, reports and journals in either English or Spanish. Your fax is initially set for English-language operation. To select Spanish-language operation, press **Program** followed by the pound key (#). Then press **Stop**. Repeat this process to return LCD screens, reports and journals to English.

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, so hours after noon are shown as numbers larger than 12.

To enter the date and time into your fax:

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

Enter Time
'92 01/01 12:45

2. Use the numeric keypad to enter the last two digits of the current year. The display will change to reflect the entries you are making.

Enter Time
'93 01/01 12:45

3. Continue using the numeric keypad to enter the month, day and time. Enter the time in 24-hour format where, for example, 1 p.m. is shown as 13:00 and 5:30 p.m. is shown as 17:30.

Enter Time
'92 02/26 18:30

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

Enter Your TTI

Your programmable Subscriber ID and Transmit Terminal Identifier are added to the top of each document you send. The Subscriber ID and TTI appear at the top of each page as it is printed by the receiving fax. The Subscriber ID is your fax machine's telephone number. The TTI can be your name or business name and can be up to 22 characters long.

In the United States, the Telephone Consumer Protection Act of 1991 requires that fax users add their name and telephone number to the fax messages they send. Your fax machine's TTI and Subscriber ID are an ideal way to accomplish this automatically on every transmission.

To enter your name and telephone number:

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

Il Enter Your TTI
Program/Enter

2. Press **Enter**.

Your Fax Number

3. Use the numeric keypad to enter your fax machine's telephone number. To enter a dash, press the **Dialing Options** key once. If you enter a number by mistake, press **Cancel**.

To make it easy for the recipients of your fax messages to respond to you, include your area code in your Subscriber ID.

Your Fax Number
1-214-403-3499

4. When your fax machine's telephone number is entered, press **Enter**.

Your Name; Upper

5. Now use one-touch keys **A** through **Z** to type in your name or your business name. You may enter up to 22 characters for your name.

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 the **Symbol** key to enter symbols, spaces and punctuation. See the table on page 21 for a list of special characters you can enter with the **Code** key.

Your Name ; Lower
R. Gauer @ Muras

6. If you enter a character by mistake, press **Cancel**.

Your Name ; Lower
R. Gauer @ Muratec

7. When your name is entered, press **Enter**.

Print Your TTI

To print and review your name and fax telephone number, press **Program, I, 3, Enter**.

Modify or Erase Your TTI

To modify the name and telephone number stored in your fax machine, repeat the steps above to enter the information. When the current telephone number or name is displayed on the fax machine's display, press **Cancel** to delete the entry one character at a time. Then enter the new information as shown above.

To erase your name and telephone number, press **Program, I, 2, Enter**. Remember that the Telephone Consumer Protection Act of 1991 requires U.S. fax users to add their name and telephone number to the fax messages they send.

Erase Your TTI
Check Program/Enter

To erase the settings, press **Enter**. To cancel this operation and return to standby without deleting your name and telephone number, press **Program**.

Cover Page

Your fax offers a cover page transmission option for the documents you send. In use, this feature sends a short cover message before the pages you transmit.

The fax cover page is sent as a separate sheet that prints before the rest of your document. The cover page includes the date and time, your name, fax number and a message of up to 40 characters. The name and telephone number shown on the cover page are taken from the user settings you entered above.

To enter the 40-character message for the cover page:

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

L2 Enter Cover Page
Program/Enter

2. Press **Enter**.

Message; Upper

3. Use the numeric keypad to enter a message for the cover page. Enter up to 40 characters.

Message; Symbol
Please call me!

4. When the message is correct, press **Enter**.

Print Cover Page

To print a sample of the cover page, press **Program, L, 3, Enter**.

Turn Cover Page On/Off

To turn the cover page feature on or off:

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

L1 Set Cover Page
Program/Enter

2. Press **Enter**.

Message: Off
Program/Enter

3. Press **Program** to turn the cover page setting on or off as needed.

Message: On
Program/Enter

4. Then press **Enter**.

Set Phone Line Type

Your fax works well on either tone or rotary phone lines. It is set initially to use tone signals. If your phone system requires rotary signals, choose the appropriate setting below. If you do not know the correct setting, call your local phone company:

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

J01 Set Phone Type
Program/Enter

2. Press **Enter**.

Phone Type: Tone
Program/Enter

3. Press **Program** to reach the desired setting.

Phone Type: Pulse
Program/Enter

4. Press **Enter**.

Communication Report

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, 0, 2, Enter**.

TCR Selected
Program/Enter

2. Press **Program** to select either a TCR or an RCR after each transmission.

RCR Selected
Program/Enter

3. When you have selected the communication report you want, press **Enter**.

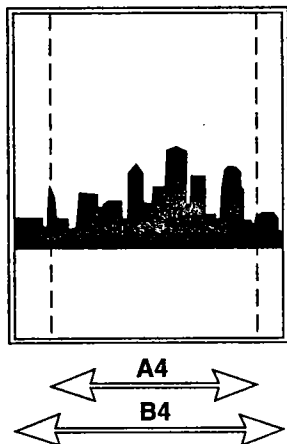
Auto Print: Off
Program/Enter

4. Press **Program** to turn the report function on after each transmission.

Auto Print: On
Program/Enter

- Then press **Enter**. Your fax machine will print the report you selected after each transmission.

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 93.)

- To set the scanner width, press **Program, J, 0, 3, Enter**.

Scan Width: B4
Program/Enter

- Press **Program** until you reach the desired scanning width.

Scanning Size: A4
Program/Enter

- Then press **Enter**.

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 can scan halftone images like photographs at either of two different settings, 16- or 64-level grayscale. The instructions below tell your fax which of these grayscale settings to use when you select the **Halftone** setting with the resolution key.

Your fax offers two types of grayscale scanning for 16- and 64-level grayscale. Grayscale 1 provides terrific grayscale scanning for halftone images that include no text, like photographs. Grayscale 2 provides better imaging for halftones that include text, like advertising layouts and magazine pages.

Use the steps below to choose a grayscale setting that works best for the documents you send. Sixteen-level grayscale provides good halftone transmission characteristics and requires less time to transmit than does 64-level grayscale.

- To adjust the grayscale setting, press **Program, J, 0, 4, Enter**.

Grayscale 16: Grayscale 1
Program/Enter

- Press **Program** to choose either 16- or 64-level grayscale and to select the grayscale type, 1 for images without text and 2 for images with text, that you

most often send. The example below shows 64-level grayscale and grayscale setting 2, for images that include some text.

Grayscale 64: Grayscale 2
Program/Enter

3. When the setting you want is displayed, press **Enter**.

Note: This setting gives your fax machine's scanner important information on the type of grayscale documents you most often send—those with text included, or those without. But remember, you still must select the **Halftone** grayscale setting using the resolution key before copying or transmitting a document.

Set Primary Resolution

Your fax offers several transmission resolutions, so every document you send arrives looking great. With the primary resolution setting, you can tell your fax which resolution—normal, fine, superfine or halftone—you use most often.

The setting you select in the steps below determines which resolution light—normal, fine, superfine and halftone—will be lit on your fax machine's keypad. Documents you insert into your fax machine will be sent at the resolution you select below unless you specifically change the resolution before transmission.

If you manually change the resolution before transmissions, your fax will return to the primary resolution setting after each fax is sent.

1. To set the primary resolution, press **Program, J, 0, 5, Enter**.

Primary: Normal
Program/Enter

2. Press **Program** until you reach the desired transmission resolution.

Primary: Fine
Program/Enter

3. Then press **Enter**.

Set Original Contrast

Your fax also offers a primary contrast setting that tells your fax how you want most of your documents sent. The setting you select in the steps below controls which contrast light—light, normal or dark—is lit on your fax machine's keypad. You can manually select a different contrast setting before transmissions by pressing the contrast key.

1. Press **Program, J, 0, 6, Enter**.

Contrast: Normal
Program/Enter

2. Press **Program** to select the contrast setting you need most often.

Original: Dark
Program/Enter

3. Then press **Enter**.

Set Dialing Pause

The **Dialing Options** key on your fax lets you insert pauses into fax and telephone numbers stored in your autodialer. When your fax encounters these pauses while dialing an autodialer number, it waits the number of seconds you select in the setting below before continuing to dial.

These dialing pauses may be needed when calling on systems that require "9" to reach an outside line, on branch systems or when calling overseas.

1. To set the number of seconds your fax should wait when it encounters a dial pause, press **Program, J, 0, 7, Enter**.

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

2. Use the numeric keypad to enter the number of seconds delay desired. You can select a pause of from 05 to 99 seconds.

```
Set Dialing Pause
Time (05-99): 12
```

3. Press **Enter**.

Set Number of Rings

Use this setting to select the number of times your fax will ring before it responds to a call in the Fax Ready and Tel/Fax Ready modes. You can select from 2 to 10 rings.

1. To set the number of rings, press **Program, J, 0, 8, Enter**.

```
Set Number of Rings
# (02 - 10) : 2
```

2. Use the numeric keypad to enter the desired number of rings.

```
Set Number of Rings
# (02 - 10) : 4
```

3. Then press **Enter**.

Second Telephone Hold

Your fax allows connection of a second telephone or answering device for added convenience (see page 13). If you would like to be able to put callers on hold when talking on a telephone connected to your fax machine's Phone 2 jack, follow the steps below.

The initial setting for the second telephone hold function is off, so—when your unit is first installed—it won't let you put a call on hold if you are talking on a telephone connected to the "Phone 2" jack. To turn the second telephone hold feature on:

1. Press **Program, J, 0, 9, Enter**.

```
2nd Tel.: Off
          Program/Enter
```

2. Press **Program** to turn the hold feature on.

2nd Tel.:	On
	Program/Enter

3. Press **Enter**.

Set Reception Reduction Rate

Fax messages come in many sizes: Much of the fax correspondence you receive probably comes from letter-sized originals, some may be sent from legal-sized pages and a few messages you receive may come from even longer original pages.

But what happens when the length of the original page coming to your fax is longer than the paper in your paper tray? Your fax can reduce these documents as they are printed to fit on the paper in your paper tray.

Note:

Your fax machine is set initially to the "Auto" reduction setting. This is the proper setting for most applications and instructs your fax machine to select a reduction ratio that allows most incoming pages to be printed as a single page. This setting allows a legal-length document to be printed on a letter-sized page, for example.

Unless you need to know that your received fax messages are a specific percent of their original size, choose the Auto setting.

Select a specific reduction setting only if you have an unusual requirement that can't be satisfied using the "Auto" setting.

Auto—Reduces documents at variable rates up to 70%. Pages sent to your fax that are longer than the paper in your paper tray can often be reduced to fit on a single sheet. If the reception cannot be reduced to fit on one page, the image will print at 100% on two or more pages.

100 percent—Instructs your fax to print pages without reduction. This setting may trigger a second page on a single-page receptions to compensate for the sender's TTI.

97 percent reduction—Slightly reduces all fax messages and copies.

91 percent reduction—Reduces an 11-inch original document transmitted with a TTI to be printed by your fax on a single 11-inch page.

81 percent reduction—Provides even greater reduction for some international stationery sizes and special applications.

75 percent reduction—Turns legal-sized originals into letter-sized printed copies.

After you select the reduction percentage, your fax will prompt you to enter a measurement for the reduction margin. This margin, measured in millimeters, further helps your fax determine if incoming documents should be printed on a single sheet.

When an incoming fax message is received, your fax machine measures its length. It compares the message's length to the total of the length of the paper in your paper tray plus the reduction margin you select. If the incoming message is shorter than this total length, the fax is printed on a single sheet of paper. If the message is longer, it is printed on two or more sheets of paper.

Note:

Remember that the Auto reduction setting and its default 85 millimeter reduction margin are right for most applications. Change these settings only if you have a specific application that can't be satisfied by these standard entries.

A Special Note For Units With Two Paper Cassettes:

If your fax machine has an optional second paper cassette installed and if you use letter- and legal-sized paper in the paper trays, select the "Auto" reduction setting and a 24 millimeter reduction margin. These settings provide the best performance for applications with two paper cassettes.

To set the reception reduction rate:

1. Press **Program, J, 1, 0, Enter**.

Reduct. Rate: Auto
Program/Enter

2. Press **Program** to select the reduction setting you need.

Reduct. Rate: 100%
Program/Enter

3. When you have selected the reception setting, press **Enter**.

Set Rx Reduction
Margin (0-85mm) 85mm

4. Use the numeric keypad to set the reduction margin you want.

Set Rx Reduction
Margin (0-85mm) 25mm

5. When you have entered the reduction margin you want, press **Enter**.

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.

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.

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, but will not have the benefit of ECM error checking.

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

ECM Mode: Off
Program/Enter

2. Press **Program** to turn ECM operation on or off as needed.

ECM Mode: On
Program/Enter

3. Press **Enter**.

Set Copy Protect

Your fax can provide convenient plain-paper copies any time you need. If you want to limit use of your fax machine to sending or receiving fax messages only, you can disable the copy function with the steps below.

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

Copy Protect: Off
Program/Enter

2. Press **Program** to turn copy protect on.

Copy Protect: On
Program/Enter

3. Press **Enter.**

While this setting is active, you will hear a brief alarm each time someone tries to use the fax for copies. Repeat these steps when you want to allow the copy function.

Remote Diagnostics

Your fax includes special software that allows Muratec's trained service personnel to test your fax by computer over the telephone line. When you call the Muratec Customer Support Center (see page 106), you may be asked to change this setting.

1. To change the diagnostic setting, press **Program, J, 1, 3, Enter.**

Remote Diag.: Off
Program/Enter

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

Remote Diag.: On
Program/Enter

3. Then press **Enter.**

Set Redial Attempts

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. To set the number of attempts, press **Program, J, 1, 4, Enter.**

Set # of Redials
(2-5): 2

2. Use the numeric keypad to select 2, 3, 4 or 5 redial attempts.

Set # of Redials
(2-5): 4

3. Then press **Enter.**

Set Redial Interval

When your fax encounters a busy signal, it waits several minutes before redialing. Use this setting to select the interval between redial attempts.

1. To set the redial interval, press **Program, J, 1, 5, Enter**.

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

2. Use the numeric keypad to choose a 3-, 4- or 5-minute redial interval.

Set Redial Inter. Interval:	5
--------------------------------	---

3. Then press **Enter**.

Set Hold Melody

Your fax includes an optional melody you can use to let callers know they are on hold. The fax is set initially not to play this melody. 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, 1, 6, Enter**.

Hold Melody:	Off
Program/Enter	

2. Press **Program** to turn the melody on.

Hold Melody:	On
Program/Enter	

3. Press **Enter**.

Set Passcode

The optional passcode in your fax provides extra security for many fax operations. The passcode 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 (see next page) with other Muratec fax machines.

Use the passcode when communicating with Muratec 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 from any manufacturer to send to or poll from your unit.

1. To enter a passcode, press **Program, J, 1, 7, Enter**.

Set Passcode Passcode:	0000
---------------------------	------

2. Use the numeric keypad to enter your passcode.

Set Passcode Passcode:	1234
---------------------------	------

3. Then press **Enter**.

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

1. To begin the closed network, press **Program, J, 1, 8, Enter**.

Closed Net.:	Off
Program/Enter	

2. Press **Program** to turn the network on.

Closed Net.:	On
Program/Enter	

3. Then press **Enter**.

Security Transmission

Your fax machine's security transmission option provides extra assurance that your fax documents arrive at their intended destinations.

When security transmission is activated, your fax compares the last four digits of the telephone number you dial to 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 the security transmission option, press **Program, J, 1, 9, Enter**.

Passcode Tx:	Off
Program/Enter	

2. Press **Program** to turn security transmission on.

Passcode Tx:	On
Program/Enter	

3. Then press **Enter**.

Block Junk Fax

The Block Junk Fax setting guards your fax from unauthorized facsimile transmissions and eliminates "junk fax". Review how this feature works, however, to determine if it is right for your office:

When you activate this feature, your fax studies the last four digits of each remote fax machine's Subscriber ID—the telephone number added automatically to the top of most fax messages. 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. Not all fax owners have their fax numbers programmed as their Subscriber IDs.
- Second, some fax machines do not have a Subscriber ID feature. If your fax is set to Block Junk Fax with the setting below, 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.

To activate the Block Junk Fax feature:

1. Press **Program J, 2, 0, Enter**.

Block Junk Fax: Off
Program/Enter

2. Press **Program** to turn the blocking feature on.

Block Junk Fax: On
Program/Enter

3. Then press **Enter**.

Change Fax Reception Mode

This user setting provides important information on how your fax machine should respond to incoming telephone calls. Refer to the reception section (see page 40) for more information on this user setting.

Half-Page Reception

Some businesses make half-page "memo-sized" fax messages their standard means of communication. These individual 8.5 x 5.5-inch messages are normally printed by your fax machine on separate sheets of paper.

The setting below tells your fax that you often receive these half-page messages and that the fax machine should combine two of these half-page transmissions onto a single piece of paper.

This setting combines separate half-page messages sent back-to-back during the same transmission. It will not hold a single half-page reception in memory until a second half-page message is sent.

Use this setting if your business relies heavily on half-page fax messages. To combine half-page fax messages onto a single sheet:

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

Half-Page: Off
Program/Enter

2. Press **Program** to turn on the half-page reception option.

Half-Page: On
Program/Enter

3. Then press **Enter**.

Set Memory Transmission

The **Memory Transmit** key on your fax lets you select between two different methods of transmission. When the **Memory Transmit** light is lit, your documents are scanned into memory before transmission starts. When the light is unlit, your documents are sent from the document feeder.

Memory transmission offers many benefits, including faster transmission times in some cases. Another benefit for busy offices is that scanning your document into memory before transmission lets you return to work faster, since you don't have to wait for the fax to complete its communication before your document is returned to you.

The user setting below lets you choose which of these transmission options your office should use most often. When you select the "on" setting in the steps below, your Memory Transmission light will be lit and transmissions will take place from memory unless someone specifically turns the light off before a transmission.

After each transmission, your fax machine looks at the setting you enter in the steps below and turns the Memory Transmission light on or off as you have requested.

To select which memory transmission setting your fax should use most often:

1. Press **Program, J, 2, 3, Enter**.

Memory Tx: Off
Program/Enter

2. Press **Program** to select the memory transmission option you want.

Memory Tx: On
Program/Enter

3. Then press **Enter**.

Note:

When the **Memory Transmission** light is on, indicating you have selected memory transmission, your fax will scan and send your pages from memory when you dial using a one-touch key, programmable one-touch key, speed-dial number or a telephone number entered through the numeric keypad. Your fax can't scan into memory before transmissions you place using the telephone handset, however. If you want the benefits of transmission from memory, don't place your calls using the handset.

Require Department Code

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

After you turn the department code setting on, assign specific code numbers to the fax operators in your office. Instruct them to enter their code numbers before fax transactions. Since your Activity Journal documents each transmission's length and destination, the department code option simplifies cost accounting of fax.

Please note that your fax machine's department code setting does not block access to the fax: Your fax machine will accept any number as a valid department code and allow transmission or polling.

To activate the department code setting:

1. Press **Program, J, 2, 4, Enter**.

Dpt . Code: Off
Program/Enter

2. Press **Program** to turn department coding on.

Dpt . Code: On
Program/Enter

3. Then press **Enter**.

Print User Settings

After you have entered the settings you need for your fax communication, use a printed listing of the user settings to check your entries.

To print a list of your user settings, press **Program, J, 2, 5, Enter**.

Option Setting

This user setting is reserved for special applications. Do not change this user setting unless instructed to do so in the operating instructions for a Muratec optional accessory.

Clear All Settings

This command **deletes all user information** from your fax and returns all dip switches to their factory positions.

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 dip switches, Press **Program, *, 3**.

All RAM Clear
Program/Enter

2. Press **Cancel** to erase all information. Press **Program** to return to standby without erasing the information.

Reception

Your fax machine's reception options offer 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>	<p>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.</p>
<div> Fax Ready Feb 26 93 12:45 </div>	<p>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.</p>
<div> Tel/Fax Ready Feb 26 93 12:45 </div>	<p>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.</p>
<div> Ans/Fax Ready Feb 26 93 12:45 </div>	<p>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.</p>

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

What if I answer a call in another room?

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.

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 a dedicated line for the fax and receive voice calls on a separate line.

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 the "Fax Ready" reception mode. If so, your set-up is complete. If not, follow these additional steps:

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

Ans/Fax Ready Program/Enter

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

Fax Ready Feb 26 93 12:45

4. Then press **Enter**.

Use Tel/Fax Ready When:

- A second phone is attached to the fax machine's 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.

During this time, 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, 2, 1, Enter**.

Ans/Fax Ready Program/Enter

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

Tel/Fax Ready Feb 26 93 12:45

4. Then press **Enter**.

Use Ans/Fax Ready 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 fax messages.

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, 2, 1, Enter**.

Fax Ready Program/Enter

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

Ans/Fax Ready Feb 26 93 12:45

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 option 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. 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

1. When a remote operator requests a voice call during fax communication, your fax will ring after each page of the document is received.
2. To answer the call request, pick up the handset and wait a few moments. You may hear a brief series of fax tones.
3. When the remote operator responds, the telephone line will open. 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.

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 autodialer can cause blocked calls if the Block Junk Fax feature is activated.

Transmission

Page Size

Your fax can transmit an incredibly wide range of documents, from those as small as a bank check to as large as computer reports and ledger sheets. Your fax can handle almost any document, in fact, that fits within these maximum and minimum dimensions:

Maximum: 12 (w) x 35 (l) inches

Minimum: 4.7 (w) x 3.7 (l) inches

An optional setting (see page 90) allows you to transmit water well logs, medical strip charts and other special documents that are longer than 35 inches per page.

When transmitting to a fax machine with an 8.5-inch print width, your fax machine 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, first copy the document on a copier. Use the copied image for your transmission.

Do not transmit:

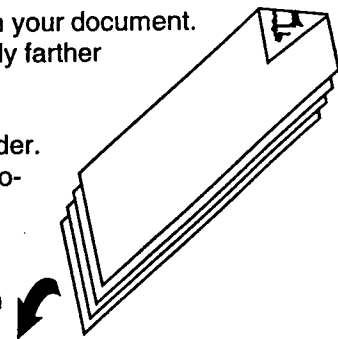
- Extremely thin or wrinkled pages
- Documents carrying staples, glue, tape or paper clips
- Pages with duplicating carbon on one side
- Newspaper
- Fabric
- Post-It Notes
- Documents carrying wet correction fluid

Inserting a Document

Your document feeder will hold up to 30 sheets of normal-weight copier 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. Slightly fan the leading edges of the pages in your document. Each page of the stack should extend slightly farther than the page on top of it.
3. Insert your document face down into the feeder. The fax machine's document feeder will automatically pull the first page—the one on the bottom of the stack—partially into the fax.
3. Press the resolution key to set the resolution for your transmission. Remember that transmission of documents in fine, superfine and 16- or 64-level grayscale takes longer than transmission in normal.



Normal is suited to most typed documents. Fine is ideal for detailed or handwritten documents. Superfine reproduces the detail of extremely complicated drawings or line images. Grayscale is used to accurately transmit

halftone images and photographs. Superfine is available when transmitting to Muratec fax machines with superfine. All other fax machines will receive superfine transmissions in fine mode. Grayscale is available when transmitting to any Group 3 fax machine—even to those without the grayscale mode.

4. Press the contrast key to select the contrast setting needed.

Normal is suited to most documents. **Dark** makes weak, washed-out images print darker at the remote fax. **Light** compensates for overly dark, hard-to-read images by making them print lighter at the remote fax.

5. Begin transmission.

Numbering Pages

Your fax machine always numbers the pages you transmit. Documents sent from the feeder or transmitted from memory are numbered sequentially—1, 2, 3, 4, for example—when they are printed at the remote fax.

You can instruct your fax to number each page sequentially and to show the total number of pages being sent in the transmission: 1/4, 2/4, 3/4, 4/4, for example.

This second option is a convenience to the remote fax operators with whom you communicate: They can tell at a glance how many pages in total were included in your transmission.

To instruct your fax to number your documents in this way:

1. Insert your document as shown above and select resolution, contrast and transmission from the feeder or memory.

2. Press **Program, M**.

Set # of Pages
Program/Enter

3. Press **Enter**.

Enter # of Pages
(01-30): 01

4. Use the numeric keypad to enter the number of pages in your transmission.

Enter # of Pages
(01-30): 15

5. Then press **Enter**.

Enter Fax Number

6. You may now enter the telephone number for the transmission, or select delayed transmission, broadcasting, SecureMail transmission and other fax options as described in the following pages.

When your fax message is printed by the remote unit, it will number the pages sequentially and show the total number of pages included in the transmission.

Redialing Busy Numbers

When 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
- Using a speed-dial number
- Using a number entered through the numeric keypad

User settings control how many times the fax will try to redial a busy number and the amount of time between each attempt (see page 33). If you want to cancel a redial attempt, press see page 83.

Your fax machine cannot automatically redial when you transmit using the telephone handset or the monitor.

Using the Keypad

1. Insert your document.

Document Ready
A4 Memory 100%

Your display will show the width of the document and the amount of memory available.

2. If you want to change the transmission resolution, press the resolution key. If you want to change the contrast, press the contrast key. Use the **Memory Transmit** key to select transmission from the feeder or from memory.
3. Use the numeric keypad to enter the telephone number for the remote fax. If you enter a number by mistake, press **Cancel** to delete a character at a time.

Document Ready
9-403-3499-/1234

Press the **Dialing Options** key once to enter a dash, "—", in your number. The dash makes long numbers easier to read and does not alter the way your fax machine operates. For information on the other special dialing characters, see page 67.

4. When the telephone number is entered, press **Start**. Your fax will begin dialing. If you specified transmission from memory, your fax will scan your document into memory first.

9-403-3499-/1234
A4 Memory 90%

If your fax encounters a busy signal, the display will change to show that your transmission could not go through.

RESERVED
Feb 26 93 12:45

You can select the number of times your fax will try to redial a busy fax and the amount of time between each attempt. If your fax is unable to reach the remote unit after the number of attempts you specify, it will alert you with an error report.

Using a One-Touch Key

1. Insert your document.

Document Ready
A4 Memory 100%

2. If you want to change the transmission resolution, press the resolution key. If you want to set the contrast, press the contrast key. Use the **Memory Transmit** key to select transmission from the feeder or from memory.

3. Press the one-touch key programmed for the receiving fax. If you specified transmission from memory, your fax will scan your document into memory. While your fax dials, the Location ID or, if the Location ID is not programmed, the telephone number for the remote fax will be displayed in the LCD.

Muratec
A4 Fine

If your fax encounters a busy signal, the display will change to show that your transmission could not go through.

RESERVED
Feb 26 93 12:45

You can select the number of times your fax will try to redial a busy fax and the amount of time between each attempt. If your fax is unable to reach the remote unit after the number of attempts you specify, it will alert you with an error report.

Using a Speed-Dial Number

1. Insert your document.

Document Ready
A4 Memory 100%

2. If you want to change the transmission resolution, press the resolution key. If you want to set the contrast, press the contrast key. Use the **Memory Transmit** key to select transmission from the feeder or from memory.

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

Press Start Key
S001

4. Press **Start**. If you specified transmission from memory, your fax will scan your document into memory. While your fax dials, the Location ID or, if the Location ID is not programmed, the telephone number for the remote fax will be displayed in the LCD.

Muratec
A4 Fine

If your fax encounters a busy signal, the display will change to show that your transmission could not go through.

RESERVED
Feb 26 93 12:45

You can select the number of times your fax will try to redial a busy fax and the amount of time between each attempt. If your fax is unable to reach the remote unit after the number of attempts you specify, it will alert you with an error report.

Using the Handset or Monitor

1. Insert your document. If you want to change the transmission resolution, press the resolution key. If you want to set the contrast, press the contrast key.
 2. Pick up the handset or press **Monitor/Call**.
 3. Dial the telephone number for the remote fax with the numeric keypad, a one-touch key or by pressing **Speed Dial** and entering a three-digit code.
 4. When the remote fax answers and you hear facsimile tones, press **Start**.
- Your fax machine cannot automatically redial busy numbers when you try to transmit using the telephone handset or monitor speaker.

Delayed Transmission

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

Your fax can store up to 10 delayed commands, each programmed up to 31 days in advance.

1. To delay the transmission of a document, insert the document into the feeder. Press the resolution key to choose the transmission resolution and the contrast key to set the contrast, if desired. Use the **Memory Transmit** key to select transmission from the feeder or from memory.

Document Ready
A4 Memory 100%

2. Press the **Communication Options** key.

1. Delay
Comm. Option/Enter

3. Press **Enter**. The current date and time will be displayed.

Delay
Enter Time: 26/12:45

4. Use the numeric keypad to enter the day you want transmission to take place. If you want the command to take place today, press the right arrow key twice.

Delay
Enter Time: 27/12:45

5. Then use the numeric keypad to enter the hour and minute for transmission. Remember to enter the time in 24-hour format. The sample below shows a delayed transmission entered for 5:30 a.m. on the 27th.

Delay
Enter Time: 27/05:30

6. Press **Enter**.

Enter Fax Number

7. Now enter the telephone number for the transmission using a one-touch key, speed-dial number or a telephone number entered through the numeric keypad. The example below shows speed-dial number 001

Press Start Key
S001

8. When the number is entered, press **Start**.

If you requested transmission from memory, your fax will scan the document into memory.

Broadcasting

Delayed transmission sends your document to a single remote unit. When you use broadcasting, one command sends your document to up to 209 locations. Broadcasting can be delayed to take advantage of late-night phone rates, or started immediately.

1. To broadcast to two or more locations, insert your document into the feeder. Press the transmission key to choose the transmission resolution and the contrast key to set the contrast, if desired. All broadcasts take place from memory.

2. Press **Broadcast**.

Enter Fax Number

3. Enter the telephone numbers for the broadcast. You can enter up to 10 different numbers using one-touch keys, speed-dial numbers, group numbers and numbers entered from the numeric keypad. To enter a call group, press **Group Dial** and the two-digit group number needed.

Press **Broadcast** between each number. In the example below, one-touch key A, call group 32 and speed-dial number 25 are shown. Do not press **Broadcast** after entering the last number.

Press Start
A, G32, S025

4. If you want the broadcast to begin immediately, go to step 8. To delay the

broadcast to take advantage of after-hours phone rates, press **Communication Options** once.

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

5. Press **Enter**.

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

Use the numeric keypad to enter the day you want the broadcast to take place. If you want the command to take place today, press the right arrow key twice.

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

6. Then use the numeric keypad to enter the hour and minute for transmission. Remember to enter the time in 24-hour format.

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

7. Press **Enter**.

```
Press Start
A, G32, S025
```

8. Press **Start**.

Your fax machine will scan the document into memory. If you requested that the broadcast begin immediately, your fax will start dialing the first fax. If you requested delayed broadcasting, the fax will display "Reserved" on the top line of the display.

```
**Reserved**
Feb. 26 93 12:34
```

To review your delayed commands, see page 83.

Relay Broadcast Initiation

Relay broadcast initiation lets your fax team up with other high-volume units for rapid document distribution.

In relay broadcast initiation, your fax sends your document to another Muratec high-volume hub fax machine, like the Muratec F-55, PCF 9, F-56 and F-73. As it sends the document, your unit will also designate a call group number in the remote unit's autodialer. The remote fax will retransmit your document to each location in its designated call group.

Relay broadcast initiation is a great way to reduce telephone charges: Use your fax to send a document to a Muratec hub machine at a regional headquarters, for example. The hub machine can retransmit the document to offices within the region on local telephone lines. The overall cost of delivering your document is a fraction of what it would be if your fax made all the calls on long-distance telephone lines.

1. To start a relay broadcast, insert your document into the feeder. Press the resolution key to set transmission resolution and the contrast key to set the

contrast, if desired. Use the **Memory Transmit** key to select transmission from the feeder or from memory.

2. Press **Communication Options** 3 times.

3. Relay Tx
Comm. Option/Enter

3. Press **Enter**.

Relay Tx
Group No.:

4. Use the numeric keypad to enter the number of the call group already programmed at the remote machine. This is the call group to which the remote fax will retransmit your document.

Relay Tx
Group No.: 5

5. Press **Enter**.

Enter Fax Number

6. Enter the telephone number for the relay broadcast initiation. You can enter one telephone number using a one-touch key, speed-dial number or a number entered from the numeric keypad.

Press Start
S169

7. If you want the relay broadcast initiation to begin immediately, go to step 11. To delay the command to take advantage of after-hours phone rates, press **Communication Options** once.

1. Delayed
Comm. Option/Enter

8. Press **Enter**.

Delayed
Enter Time: 26/12:34

Use the numeric keypad to enter the day you want the broadcast to take place. If you want the command to take place today, press the right arrow key twice.

Delay
Enter Time: 26/12:45

9. Then use the numeric keypad to enter the hour and minute for transmission. Remember to enter the time in 24-hour format.

Delay
Enter Time: 26/23:59

10. Press **Enter**.

Press Start
S169

11. Press **Start**.

If you selected transmission from memory, your fax machine will scan the document into memory. If you requested that the broadcast begin immediately, your fax will start dialing the remote fax. If you create a delayed command, the fax will display "Reserved" on the top line of the display.

Reserved
Feb. 26 93 12:34

To review your delayed commands, see page 83.

Call Reserve

Your fax machine's call reserve option 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. 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

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

2. To answer the call request, pick up the handset and wait a few moments. You may hear a brief series of fax tones.

3. When the remote operator responds, the telephone line will open. Begin your conversation.

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 Mail 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 S Mail Box
Box No.:
```

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

```
SecureMail Bx
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 the **Symbol** key to enter symbols, spaces and punctuation.

0:Name; Lower
Bill Smith

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

S Mail No.: 0
Enter ID C0de: 0000

8. If you were changing the name on an existing box, press **Enter** to save the new name and return to standby mode. If you were entering a new mailbox or want to change the passcode on an existing box, use the numeric keypad to enter your passcode. Remember that you will not be able to print messages stored in this box if you forget your passcode.

S Mail No.: 0
Enter ID C0de: 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 three days. 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-56, 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. Press the resolution key to choose the transmission resolution and the contrast key to set the contrast, if desired. Use the **Memory Transmit** key to select transmission from the feeder or from memory.

2. Press **Communication Options** 2 times.

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
S125

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.

Delayed
Comm. Option/Enter

8. Press **Enter**.

Delayed
Time: 26 12:45

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

Delayed
Time: 26 23:50

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

Press Start
S125

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 12:34

To review your delayed commands, see page 83.

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 above).

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. Then press **Enter**.

Print SecureMail
Enter ID Code: 0000

5. Use the keypad to enter your access code.

Print SecureMail
Enter ID Code: 1234

6. Then 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 automatic 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.

Polling is a common Group 3 fax feature. Your fax can poll documents from any unit that offers standard Group 3 polling.

Your fax can also be used for database polling. Database polling lets you retrieve documents from special numbered files in a Muratec fax machine's memory. Your fax machine can fill two database polling roles, in fact: You can use it to retrieve numbered database files from a remote Muratec fax and you can use it to store up to 99 database files so other Muratec fax machines can retrieve them.

Polling procedures can be protected with a passcode (see page 33). When you enter a passcode into your fax, only Muratec-manufactured units presenting the same passcode will be allowed to communicate with 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 two-digit group number you need. To enter more than one number, press **Broadcast**. A comma will appear on the display. Enter a total of up to 10 one-touch keys, speed-dial numbers, call groups and telephone numbers entered through the keypad. The example below shows group 1, one-touch key A and a telephone number entered through the keypad.

Enter Fax Number
G01, A, 403-3499

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.

Delayed
Comm. Option/Enter

6. Press **Enter**.

Delayed
Time: 26 12:45

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

Delayed
Time: 26 23:50

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

Press Start Key
G01, A, 403-3499

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.: 01, 02, 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, 403-3499

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.

Delayed
Comm. Option/Enter

7. Press **Enter**.

Delayed
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
G15, A, 403-3499

10. Press **Start**.

Store Documents For Polling And Database 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.

When your fax is first installed, documents set for standard polling from memory can be retrieved by a remote unit just once. See page 92 for an optional setting that keeps standard polling documents in memory for polling by many remote units. 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. Then 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 5. 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

3. Press Enter.

Print Polling Doc.
File No.

4. If you are printing a document set for standard polling by any Group 3 fax machine, go to step 5. 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

5. Press Enter.

Autodialer

Your fax stores up to 200 telephone numbers—30 one-touch and 170 speed-dial—in an easy-to-use autodialer. For fax or voice calls, your fax machine puts your most-needed telephone numbers just a touch away.

Special Dialing Characters

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

Document Ready
9!403-3499-/1234

- Press the **Dialing Options** key once to enter a dash, "-", in your number. The dash 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 dash and slash combination, "-/", will appear on the display. Your fax machine will pause briefly when it encounters this combination. To control the length of this pause, 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 characters: A pause for dial tone after the first number, dashes between the "403" and "3499" 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 character is not needed.

If your local telephone system requires rotary dialing signals but your long distance company requires tone access codes, the "-!" dialing character 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 dash and exclamation point combination, "-!", will appear on the display. Your fax machine will dial all numbers after this character using touch-tone dialing signals. If your fax is used on tone lines, this character is not needed.

Storing One-Touch Keys

The 30 one-touch keys available on your fax are labelled **A** to **Z** and **I** to **IV**. These keys make transmissions fast and easy.

Use these one-touch keys in any order you like: There is no need to enter one-touch keys **A** and **B**, for example, before you enter a number for one-touch key **C**.

Keys **I** to **IV** perform the same function as keys **A** to **Z**. They are shown as Roman numerals to avoid confusion with speed-dial numbers one through four.

Each of the 30 keys on your fax is also programmable, so you can teach it your favorite fax commands—like SecureMail transmission, database polling and others—to recall later at the touch of just a single key.

Use the setting below to enter telephone numbers for one-touch keys. To use the one-touch keys for programmable functions, see page 74.

1. To enter a one-touch number, press **Program**, **A**, **Enter**.

A1 Enter One-Touch
Program/Enter

2. Press **Enter**.

Select One-Touch No.
A: No Number Stored

3. Press the one-touch key you want to enter. The sample below shows one-touch key **III**.

Select One-Touch No.
III: No Number Stored

4. Press **Enter**.

III: Fax Number

5. Use the numeric keypad to enter the telephone number for the remote fax machine. You can include up to 40 characters, including special dialing characters explained at the start of this chapter.

III: Fax Number
9-403-3499

If you enter a character by mistake, press **Cancel**.

6. When the telephone number has been entered, press **Enter**.

III: Alt Number

7. If desired, use the numeric keypad to enter an alternate telephone number for the remote fax machine. You can include up to 40 characters, including the special dialing characters.

III: Alt Number
9-403-3400

During a transmission or polling operation, your fax machine will try to reach the alternate fax number if the telephone number entered in step 5 is busy. If both lines are busy, the fax machine will try to redial the telephone number entered in step 5 several times before alerting you with a beeping alarm tone.

Note: Your fax offers up to 10 alternate numbers for the one-touch and speed-dial numbers you enter. After you have entered 10 alternate numbers, your fax will no longer show this display.

8. Press **Enter**.

III: Name; Upper

9. Use one-touch keys **A** through **Z** to enter a name or other identifier for this autodialer number. 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 the **Symbol** key to enter symbols, spaces and punctuation.

III: Name; Lower
Muratec

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

III: Group Number

11. If desired, use the numeric keypad to enter the calls groups this autodialer number should appear in. Call groups simplify broadcast transmissions to many remote units, allowing you to enter a single group number for broadcasts to up to 200 locations.

III: Group Number
01, 03, 32

Your fax offers 32 calls groups. To enter the autodialer number into more than one group, press **Group Dial**. A comma will appear on the display. You may enter a number in up to 10 call groups, or enter "00" to instruct your fax machine to include the autodialer number in all 32 call groups.

Note: It is not necessary to press **Group Dial** after you enter the last number.

12. After the last group number is entered, press **Enter**.

Select One-Touch No.
IV: No Number Stored

13. Press **Enter** to enter the next one-touch key or press **Stop** to return to standby.

**To Change or Erase
a One-Touch Key**

After a one-touch key has been entered, you can change the telephone number, alternate number, location name or group numbers programmed by repeating these steps. Enter the number of the autodialer location you want to change in step 3 above. Then press **Enter**.

When the information you want to change is displayed, press **Cancel**. The information programmed will be deleted one character at a time. You can enter new information as shown.

Erase One-Touch

Use this setting to quickly delete a one-touch telephone number from your autodialer and to erase the alternate number, location name and group numbers assigned to the number.

1. Press **Program, A, 2**.

A2. Erase One-Touch
Program/Enter

2. Press **Enter**.

Select One-Touch No.
A: 9-403-3499

3. Press the one-touch key you want to erase. Key **III** is shown in the example below.

Select One-Touch No.
III: 9-403-3400

4. Press **Enter**.

Erase One-Touch
Check Program/Enter

5. Press **Enter** to erase the setting. Then press **Stop** to return to standby.

Print One-Touch

Keep a printed list of your one-touch keys nearby. The printed listing shows each one-touch key, alternate number, location name and group number stored in your fax.

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

A3. Print One Touch
Program/Enter

2. Press **Enter**.

Enter Speed-Dial Numbers

The 170 speed-dial numbers available for your fax are represented by the three-digit numbers 000 to 169 on your dialing keypad.

1. To enter a speed-dial number, press **Program, B, Enter**.

B1 Enter Speed-Dial
Program/Enter

2. Press **Enter**.

Enter Speed-Dial No.
000: No Number Stored

3. Use the numeric keypad to enter the speed-dial number you want to store. Remember to enter speed-dial numbers in three-digit form. The sample below shows the last available speed-dial number, 169.

Enter Speed-Dial No.
169: No Number Stored

4. Press **Enter**.

169: Fax Number

5. Use the numeric keypad to enter the telephone number for the remote fax machine. You can include up to 40 characters, including special dialing characters explained at the start of this chapter.

169: Fax Number
9-403-3499

If you enter a character by mistake, press **Cancel**.

6. When the telephone number has been entered, press **Enter**.

169: Alt Number

7. If desired, use the numeric keypad to enter an alternate telephone number for the remote fax machine. You can include up to 40 characters, including the special dialing characters.

169: Alt Number
9-403-3400

During a transmission or polling operation, your fax machine will try to reach the alternate fax number if the telephone number entered in step 5 is busy. If both lines are busy, the fax machine will try to redial the telephone number entered in step 5 several times before alerting you with a beeping alarm tone.

Note: Your fax offers up to 10 alternate numbers for the one-touch and speed-dial numbers you enter. After you have entered 10 alternate numbers, your fax will no longer show this display.

8. Press **Enter**.

169: Name; Upper

9. Use one-touch keys **A** through **Z** to enter a name or other identifier for this autodialer number. 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 the **Symbol** key to enter symbols, spaces and punctuation.

169: Name; Lower
Muratec

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

169: Group Number

11. If desired, use the numeric keypad to enter the calls groups this autodialer number should appear in. Call groups simplify broadcast transmissions to many remote units, allowing you to enter a single group number for broadcasts to up to 200 locations.

169: Group Number
03, 17, 19, 32

Your fax offers 32 calls groups. To enter the autodialer number into more than one group, press **Group Dial**. A comma will appear on the display. You may enter a number in up to 10 call groups, or enter "00" to instruct your fax machine to include the autodialer number in all 32 call groups.

Note: It is not necessary to press Group Dial after you enter the last number.

12. After the last group number is entered, press **Enter**.

Enter Speed-Dial No.
000: No Number Stored

13. Press **Enter** to enter the next number or press **Stop** to return to standby.

To Change or Erase a Speed-Dial Number

After a speed-dial number has been entered, you can change the telephone number, alternate number, location name or group numbers programmed by repeating these steps. Enter the speed-dial number you want to change in step 3 above. Then press Enter. When the information you want to change is displayed, press Cancel. The information programmed will be deleted one character at a time. You can enter new information as shown.

Erase Speed-Dial

Use this setting to quickly delete a speed-dial number from your autodialer and to erase the alternate number, location name and group numbers assigned to the number.

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

B2. Erase Speed-Dial
Program/Enter

2. Press **Enter**.

Select Speed-Dial
000: 9-403-3499

3. Enter the three-digit speed-dial number you want to erase.

Select Speed-Dial
099: 9-555-1212

4. Press **Enter**.

Erase Speed-Dial
Check Program/Enter

5. Press **Enter** to erase the setting. Then press **Stop** to return to standby.

Print Speed-Dial

Keep a printed list of your speed-dial numbers nearby. The printed listing shows each speed-dial number, alternate number, location name and group number stored in your fax.

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

B3. Print Speed-Dial
Program/Enter

2. Press **Enter**.

Special Programmable Keys

All 30 of the one-touch keys on your fax, **A to Z** and **I to IV**, can be used as standard one-touch keys or as special programmable keys to put the most powerful multi-step operations just a fingertip away. These keys let you "teach" your fax powerful multi-step commands, so you can use these commands at any time with just the touch of a key.

If you don't need to use these keys for this special use, you can use them just like any other one-touch key. See page 68 for information on programming these keys for use as simple one-touch keys.

Programmable One-Touch

Use the setting below to reduce multi-step instructions to a single keystroke. Your fax lets you select from delayed transmission, broadcast, relay broadcast, SecureMail transmission, polling, sequential polling and database polling commands when entering a programmable one-touch key.

Delayed Transmission

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

```
1. Select One-Touch No.  
A: Muratec
```

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

```
1. Select One-Touch No.  
L: No Number Stored
```

3. Press **Enter**.

```
Fax Number  
L:
```

4. Enter the telephone number for the delayed transmission using a one-touch key or speed-dial number. Or enter a telephone number through the numeric keypad as shown in the example below. **Do not press Enter**.

```
Fax Number  
L: 403-3499
```

5. While the telephone number is still displayed, press **Communication Options** once.

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

6. Press **Enter**.

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

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

First, you can instruct your fax to hold your command for a specific time on a specific day of the month. You could instruct your fax, for example, to complete these instructions at noon on the 30th day of the month. To do this, use the numeric keypad to enter the date, hour and minute for the command:

Delayed
Enter Time: 30/12:00

Next, you can instruct your fax to complete your command at a specific time each day you press this programmable one-touch key. To do this, 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 instruct your fax machine to carry out your command as soon as you press this one-touch key. To do this, go to step 8 without changing the date and time shown on the display. This instructs your fax machine to begin the command as soon as you press the one-touch key.

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

Fax Number
L: 403-3499

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

Fax Number
M:

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

Broadcast

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

1. Select One-Touch No.
A: Muratec

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

1. Select One-Touch No.
L: No Number Stored

3. Press **Enter**.

Fax Number
L:

4. Enter the telephone number for the broadcast using one-touch keys, speed-dial numbers or group numbers. You can enter up to 10 numbers. **Do not press Enter.**

Fax Number
L: 403-3499, 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. Then 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 74 for examples.

Delayed
Enter Time: 26/23:59

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

Fax Number
L: 403-3499, A, G32

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

Fax Number
M:

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

SecureMail

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

1. Select One-Touch No.
A: Muratec

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

1. Select One-Touch No.
L: No Number Stored

3. Press **Enter**.

Fax Number
L:

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.**

Fax Number
L: S027

5. Press **Communication Options** 2 times.

2. 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. Then press **Enter**.

Fax Number
L: S027

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 74 for examples.

Delayed
Enter Time: 00/23:59

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

Fax Number
L: S027

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

Fax Number
M:

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.**

1. Select One-Touch No.
A: Muratec

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

1. Select One-Touch No.
L: No Number Stored

3. Press **Enter.**

Fax Number
L:

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.**

Fax Number
L: S110

5. Press **Communication Options** 3 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. The remote fax machine will retransmit the documents you send to all members of this call group.

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. Then press **Enter.**

Fax Number
L: S110

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 74 for examples.

Delayed
Enter Time: 00/23:59

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

Fax Number
L: S110

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

Fax Number
M:

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**.

1. Select One-Touch No.
A: Muratec

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

1. Select One-Touch No.
L: No Number Stored

3. Press **Enter**.

Fax Number
L:

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. You can enter up to 10 numbers. **Do not press Enter.**

Fax Number
L: S037, 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
Comm. Option/Enter

6. Press **Enter**.

Polling
File No.

7. If you are entering a database polling command, enter up to 10 file numbers to retrieve, pressing **Communication Options** between numbers. Then press **Enter**. If you are entering a standard polling command, press **Enter**.

Fax Number
L: S037, B, G32

8. Press **Communication Options** once.

1. Delayed
Comm. Option/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 74 for examples.

Delayed
Enter Time: 00/23:59

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

Fax Number
L: S037, B, G32

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

Fax Number
M:

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

Erase Prog. One-Touch Keys

Use this setting to erase a programmable one-touch key from your autodialer.

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

Select One-Touch No.
A: Muratec

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

Select One-Touch No.
K: Polling

3. Press **Enter**.

Erase P One-Touch
Check Program/Enter

4. Press **Enter** to erase the key.

Print Prog. One-Touch Keys

Keep a report of your programmable one-touch keys nearby for handy reference.

1. Press **Program, C, 3**.

Print P One-Touch
Program/Enter

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

Delayed Commands & Review Commands

Your fax can store 10 delayed commands in memory for unattended fax communication when you're away. Just program the command to take place at any time—even up to 31 days 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 it's kept out of sight.

The commands below allow you to view a printed schedule of the delayed commands in memory, print a document you've stored for a delayed transmission and erase a delayed command from memory.

Print Commands

1. To print a list of the delayed commands programmed in your fax, press **Program, F, 1**.

1. Print Commands
Program/Enter

2. Press **Enter**. Your fax will print a list of all delayed commands in memory, showing the telephone number, start time and type of command scheduled.

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 the 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**.

Print Stored Document

1. To print a document stored for a delayed command without erasing it from memory, press **Program, F, 2**.

2. Print Stored Doc.
Program/Enter

2. Press **Enter**.

Print Stored Doc.
Command Number:

3. Use the keypad to enter the number of the command for the document you need. Refer to a printed list of delayed commands (see above), if needed.

Print Stored Doc.
Command Number: 3

4. Press **Enter**. The document in memory will be printed.

Delete Command

1. To delete a delayed command, press **Review Commands** 2 times.

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 the 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. Then 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. Then press **Cancel**.

Ready 003, Dallas HQ
 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 26) 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** 3 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: If you change the confirmation report setting in step 3 above, your change will last for one transmission only. After that, the fax machine will revert to the confirmation report user setting you have entered. If you want to change the type of confirmation report you receive for every transmission or if you want to turn the confirmation report on or off for every transmission, use the user setting on page 26.

Confirm Transmission Result

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

Now, if you forget to ask for a report or if someone accidentally takes your 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

Review/Enter

Your display will show the location name or telephone number for your 25 most recent transmissions.

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

Muratec .

Review/Enter

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

Software Switches

Some special features in your fax are available by selecting soft dip switches—on/off switches in the software.

Use care when making these settings, because it is possible to change or prevent proper fax operation with an incorrect switch setting. If you think you made an incorrect setting, call the Customer Support Center (see page 106). You can also use the clear memory command (see page 37) to instantly return all dip switches to their factory settings, but this command deletes all user information—like your name, telephone number and autodialer entries—from your unit's memory.

Add to Document 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. This is not a concern for most thermal and plain-paper fax users. However, a transmitted document that's longer than a letter-sized sheet requires some plain-paper units to print a second page. Your fax machine does not have this limitation and can reduce incoming documents automatically.

To prevent the extra length required for your TTI from causing some plain-paper fax machines to print a second page, however, your fax machine normally deletes a very small portion of the top of every image transmitted. The top 1/8 inch of your document is not transmitted and your TTI and Subscriber ID are sent in its place. To cancel this feature, use the setting below. Remember that cancelling this feature may cause some plain-paper fax machines to print two pages for each page you send.

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

Set Memory Switch
Program/Enter

2. Press **Enter**.

A0: 00000010
Program/Enter

3. Press **B**, 2.

B2: 00000011
Program/Enter

4. Press **Enter**.

Set Memory Switch
B2: 00000011

5. Press the right arrow 6 times.

Set Memory Switch
B2: 00000011

6. Enter a "0" using the numeric keypad. The other 0s and 1s shown on your fax machine's display may not match this sample LCD.

Set Memory Switch
B2: 00000001

7. Press **Enter**.

B3: 00010011
Program/Enter

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

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

Unlimited Page Length: Transmit

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**.

A0: 00000010
Program/Enter

3. Press **D**, **0**.

D0: 00000001
Program/Enter

4. Press **Enter**.

Set Memory Switch
D0: 00000001

5. Press the right arrow 7 times.

Set Memory Switch
D0: 00000001

6. Enter a "0" using the numeric keypad. The other 0s and 1s shown on your fax machine's display may not match this sample LCD.

Set Memory Switch
D0: 00000000

7. Press **Enter**.

D1: 00010011
Program/Enter

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

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

Print Life Monitor

This setting lets you keep track of the number of documents your fax has printed, scanned, transmitted and copied. 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 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 50,000 is reached. To turn the print counter on:

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

Set Memory Switch
Program/Enter

2. Press **Enter**.

A0: 00000010
Program/Enter

3. Press **I**, **0**.

I0: 00000111
Program/Enter

4. Press **Enter**.

Set Memory Switch
I0: 00000111

5. Press the right arrow 3 times.

Set Memory Switch
I0: 00000111

6. Enter a "1" using the numeric keypad. The other 0s and 1s shown on your fax machine's display may not match this sample LCD.

Set Memory Switch
I0: 00010111

7. Press **Enter**.

I1: 00010011
Program/Enter

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

To return to the factory setting, enter a "0" in step 6 above.

Keep Polling Document In Memory

Your fax machine allows you to store a document in memory to be polled by a remote fax (see page 63). After the document is retrieved by the remote unit, your fax normally deletes the document from memory automatically.

This setting instructs your fax machine to keep the document in memory so it can be retrieved by many remote units.

This setting applies only to documents stored for standard Group 3 polling by any remote fax. Regardless of the setting you select here, the documents you store for database polling will remain in memory until you delete them as shown on page 64.

To instruct your fax to keep standard polling documents in memory:

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

Set Memory Switch
Program/Enter

2. Press **Enter**.

A0: 00000010
Program/Enter

3. Press **1**, **3**.

I3: 00000110
Program/Enter

4. Press **Enter**.

Set Memory Switch
I3: 00000110

5. Press the right arrow 5 times.

Set Memory Switch
I0: 00000110

6. Enter a "0" using the numeric keypad. The other 0s and 1s shown on your fax machine's display may not match this sample LCD.

Set Memory Switch
I0: 00000010

7. Press **Enter**.

I4: 00000000
Program/Enter

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

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

Set Scanner Width

Your fax machine accepts original documents up to 12 inches wide and is set initially to scan the center 9.9 inches of these wide documents. You can increase this scanning width slightly, to 10.1 inches, if you wish. Increasing the scan width can increase the time needed to send some documents.

Unlike all other software dip switches, the scanner width setting requires that you turn your fax machine off and then on to complete the setting. Do not complete this process if you have documents and delayed commands stored in memory: These commands and documents will be lost when you turn off the power to your fax.

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

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

2. Press **Enter**.

```
A0: 00000010
Program/Enter
```

3. Press **D**, **0**.

```
D0: 00000001
Program/Enter
```

4. Press **Enter**.

```
Set Memory Switch
D0: 00000001
```

5. Press the right arrow 6 times.

```
Set Memory Switch
D0: 00000001
```

6. Enter a "1" using the numeric keypad. The other 0s and 1s shown on your fax machine's display may not match this sample LCD.

```
Set Memory Switch
D0: 00000011
```

7. Press **Enter**.

```
D1: 00000000
Program/Enter
```

8. Press **Stop** to return to standby. Then turn your fax machine off. Wait a moment and turn your fax machine on again.

To return to the factory setting, enter a "0" in step 6 above.

Activity Journal

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

Muratec Product Dev.

Fax: 1-214-403-3499

**** Transmit Journal ****

1

Apr 2 '93 - Apr 3 '93

No.	To:	Mode	Start	Time	Page	Code	Result	Note
001	Muratec	Norm	2, 18:18	2' 15"	3	0047	* OK	
002	ABC Company	Fine	2, 20:30	5' 30"	5	0001	* OK	
003	Muratec Paris	Norm	2, 22:00	6' 57"	9	0003	* OK	
004	Carr Studio	Norm	2, 23:45	3' 10"	4	0001	* OK	
005	S. W. Supply	Fine	2, 23:59	7' 25"	7	0002	* OK	
001	9-403-3400	Fine	3, 12:45	10' 25"	8	0002	* OK	
002	Engineering	Fine	3, 21:45	5' 15"	6	0002	* OK	

2345678910

Your 25 most recent transmissions and 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 91 for information on printing the life monitor with your Activity Journal.

There is no need to erase or "clear" your Activity Journal: The journals show only the 25 most recent transmissions and receptions. When the 26th transmission or reception is recorded, the oldest transaction will be deleted automatically.

To print a journal at any time:

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 after every 25 transactions:

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

G1 Journal On/Off
Program/Enter

2. Press **Enter**.

Auto Print: Off
Program/Enter

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

Auto Print:	On
	Program/Enter

4. Then press **Enter**.

Activity Journal

1. **Period**—Shows the time period covered by the Activity Journal. The Activity Journal is printed manually or after 25 transmissions or receptions, not after a set number of days..

2. **No.**—Each fax transmission or reception is numbered, 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 to determine which day each transaction took place.

3. **To:/From:**—Information identifying the sender or receiver is recorded in this space. The information printed in this column is sent to your fax by the remote unit and can be programmed by the remote operator as desired, so it may not be the same telephone number or business name you entered in your autodialer. When communicating with Muratec-manufactured fax machines, the remote unit's TTI will be recorded here. When communicating with other fax machines, the Subscriber ID will be printed.

4. **Mode**—Records the resolution of the transmission or reception.

5. **Start**—The first number in this column shows the day a fax transaction occurred. For example, 03 means the transaction took place on the third day of the month. Use the Period field at the top of each journal to determine the month.

The entry after the comma is the time the transaction took place. The time is recorded on a 24-hour clock, so an entry of 15:00 means the transmission or reception began at 3:00 p.m.

6. **Time**—Records 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**—Records the number of pages transmitted or received.

8. **Code**—Shows the department code for each transmission, if any. If the department code feature (see page 36) is not active, this column will show "0000".

9. **Result**—Shows the outcome of a transmission or reception. If an error occurs, the error code is listed here. If an asterisk appears in this column, the transmission or reception took place with ECM (see page 31).

10. **Note**—Tells the operator information about special operations. A fax transmission made using the handset, for example, is shown as "Manual".

When To:/From: Data is Missing or Wrong

If the To: and From: columns do not record the telephone number or business name you expected to see:

1. There may not be one programmed at the remote unit.
2. Since these fields are user-selectable, fax operators can enter any information they want into them—even blank spaces. It is possible the Subscriber ID entered by the remote operator, for example, is not the same number your unit dialed to send the fax.
3. Some fax machines do not offer a programmable telephone number or TTI. Communication with these units will 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 showing the communication was not complete.

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 Location column can be garbled and unreadable.

Problem Solving

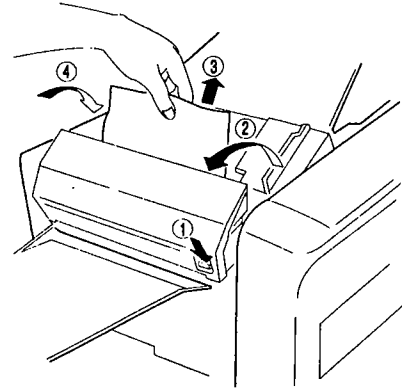
Paper Jams

Your fax is designed for years of reliable use. From time to time, however, you may encounter a problem that causes a document to become jammed inside your fax.

Original Document Jams

To clear an original document that is jammed in the feeder of your fax:

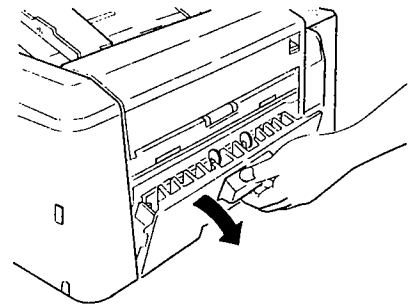
1. Turn your fax machine off.
2. Press the scanner access release (1). Open the scanner access cover (2) of your fax.
3. Carefully pull your original document (3) out of the fax. Do not try to transmit wrinkled or torn documents.
4. Close the scanner access cover (4).
5. Turn your fax machine on.



Printer Jams

To clear a document that is jammed in the printer of your fax:

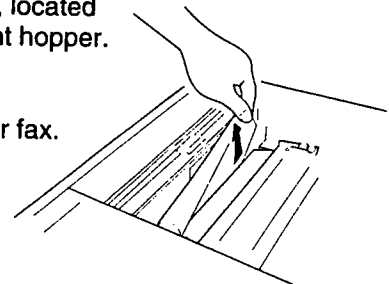
1. Turn your fax machine off.
2. Open the paper feed access cover.
3. Carefully pull the jammed document out of the fax. Do not try to transmit wrinkled or torn documents.
4. Close your fax, pressing firmly on the front of the cover.
5. Turn the fax on.



Internal Jams

To clear a document that is jammed inside your fax:

1. Turn your fax machine off.
2. Press the fax machine's top cover release, located on the top of your fax, under the document hopper. Open the cover to your fax.
3. Carefully pull the jammed paper out of your fax. Do not try to pull the document through your fax machine's document exit.
4. Close your fax, pressing firmly on the top cover. Then turn your fax on.



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.

LCD Messages

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

Reset Document Your document was not inserted correctly during transmission. Carefully replace your document in the feeder, adjust the document guides to the proper width and try again.

Memory Overflow You tried to enter more pages into memory than your fax machine could store. 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.

Insert Document You tried to enter a transmission, scanning or copying command without a document in the document feeder. Place your document in the feeder and try the command again.

Hang Up Telephone The handset to your fax machine is off hook after transmission or reception. Return the handset to its cradle.

Command Full Your fax machine has 10 delayed commands stored in memory and cannot accept another delayed command. You can delete an existing command using the **Review Commands** key (see page 83) or you can wait for your fax to complete a delayed command or redial process, freeing up delayed command memory for your use.

Too Many Digits in # You tried to enter too many numbers or characters in the telephone number or user setting you were entering. Press **Cancel** to delete the extra characters and try the command again.

Too Many Locations You tried to enter too many autodialer numbers for a broadcast or sequential polling operation. You can enter up to 10 speed-dial numbers, one-touch keys, group numbers and telephone numbers entered through the numeric keypad. Press **Cancel** to delete the extra numbers and try the command again.

Invalid Dial No. The key that you pressed cannot be used for the operation you are attempting.

Feeder In Use The command you are trying to enter requires the use of the feeder, which is already in use. Wait for the command in the feeder to be completed, then try your command again.

Printer In Use The command you are trying to enter requires the use of the printer, which is already in use. Wait for the current printing operation to be completed, then try your command again.

No Number Stored The one-touch key or speed-dial number you selected does not have a telephone number assigned to it. Choose another autodialer number, or dial the telephone number through the numeric keypad.

No Document Stored You tried to print a document from memory but your fax machine did not have a document stored. 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.

Communication Error A communication error disrupted the reception or transmission underway. Press **Stop** to end the error message and try the transaction again.

Close Top Cover The top cover to your fax machine is open. Please close it.

Close Scanner Cover The scanner access cover is open. Please close it.

Close Side Cover The side access cover is open. Please close it.

Close Cassette The paper cassette to your fax machine is open. Please close it.

Close Upper Cassette This message appears on units having the optional second paper cassette. The upper paper cassette to your fax machine is open. Please close it.

Close Lower Cassette This message appears on units having the optional second paper cassette. The lower paper cassette to your fax machine is open. Please close it.

Please Supply Paper Your fax machine has fewer than 50 sheets of paper remaining in the paper tray. Please add paper to the paper cassette. On units having the optional second cassette, this error message will include the specific paper tray, upper or lower, that is nearly out of paper.

Replace Rx Paper Your fax machine is out of paper. Please add paper to the paper cassette. On units having the optional second cassette, this error message will include the specific paper tray, upper or lower, that is out of paper.

Please Remove Paper Your fax machine has detected a paper jam while trying to print or copy. See page 99 for instructions on clearing the jam.

Invalid I.D. Code The SecureMail passcode you entered in not valid. Try entering your passcode again.

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.

No Command Stored You have tried to review or print a list of delayed commands, but your fax machine does not have any delayed commands in memory.

No Document Stored You have tried to print a document from memory, but your fax machine does not have a document stored.

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.

Copy Off You tried to use your fax machine to make a copy, but the unit's copy protect feature (see page 32) is on, preventing such use.

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.

Enter No. (1-32) 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. (00-99) You entered a number greater than 99 while trying to print a database polling document. Your fax machine can store database polling 100 files, numbered 00 to 99. Select the number of the file you need and re-enter it.

Page Counter Error You placed fewer pages into the document feeder than indicated in the "Set # of Pages" user setting (see page 29). Carefully count the number of pages in your document and try the transmission again.

Replace Imaging Film The Film Imaging donor film in your fax machine must be replaced. Insert a new roll.

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.

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 to your facsimile. 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.1.3.—Handshaking between units was not completed: The remote fax was disconnected. Call the operator of the remote unit.

T.1.4.—The **Stop** button was pressed at the remote unit in the middle of the handshake. 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. Try the call again.

T.2.2.—The machine you are attempting to communicate with is not compatible with your fax.

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

T.3.1.—The page counter in 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.—Poor line conditions developed after the start of transmission. Try the call again.

T.4.3.—The remote fax disconnected during the handshake.

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

T.7.1.—Poor line conditions were detected before transmission began. Try again.

T.7.3.—Poor line conditions were detected after transmission of a page, or the receiving unit was disconnected or ran out of paper. Try the call again.

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

R.1.2.—The calling unit was not compatible.

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

R.1.5.—Handshaking did not take place. Try the call again.

R.2.3.—Communication was not possible due to poor line conditions. Call the remote operator.

R.3.1.—The transmitting facsimile detected too many errors from the receiving unit.

R.3.2.—Phone line disconnected after the handshake but before the first page was transmitted.

R.3.3.—The transmitter is not compatible or had a document feeder problem.

R.3.4., R.4.1.—The remote unit is out of paper.

R.4.2.—The line disconnected before transmission, or the transmitting unit needs 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.

R.7.1.—Unable to initiate reception in the Group 2 mode from transmitting unit due to a line-related problem. Call the operator of the remote unit and attempt reception again.

R.7.2.—Unable to complete reception in the Group 2 mode due to loss of synchronization. This is a line-related problem. Call the operator of the remote unit and attempt reception again.

R.7.4.—The transmitting unit has a document feeder problem or disconnected during transmission in the Group 2 mode.

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

D.0.1. through D.0.8.—The remote unit did not respond, the call could not be completed or the **Stop** key was pressed while the unit was dialing. 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.7.4 can occur at the beginning of the 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 to 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.

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 page 7 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, handset and paper cassette tray.

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.

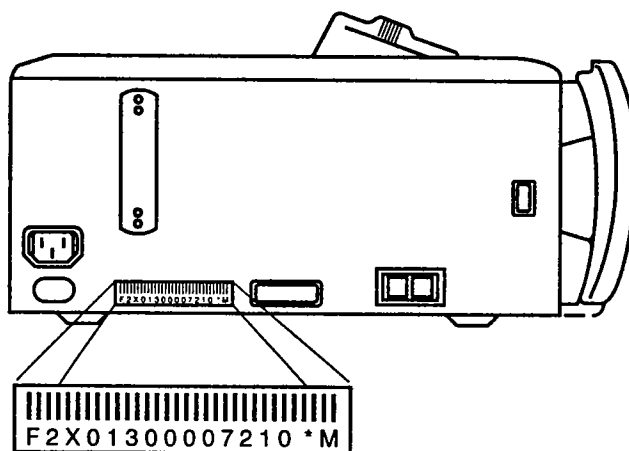
- Use lint-free swabs, a specially formulated cleaning solution and a supply of compressed dust-free air to clean inside your fax.
- Use a lint-free cloth moistened with cleaning solution to wipe plastic surfaces inside your unit.
- Use the lint-free swabs moistened with cleaning solution to gently wipe 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, call Muratec's Customer Support Center at 1-800-347-3294. In Canada, call 1-800-347-3271.

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

Have your fax machine's serial number ready for the service technician 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.



The serial number shown here is a sample serial number; do not use this number when you call a service representative.

Common Questions

Installation

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: Can I use a dust cover on my fax?

A: No: A dust cover blocks air circulation and could cause your fax to overheat.

Answering Device

Q: Can I use my fax machine and an answering machine together?

A: Yes. Muratec facsimile machines with the automatic voice/fax switch let you connect your answering machine to the fax machine's "Phone 2" jack for perfect side-by-side operation.

When used with an answering machine attached, the Muratec fax listens quietly on the line as you or the answering machine answer the call. If the call is from a person, your fax will not interfere and you and your callers won't know it's there. If your fax detects transmission tones from a remote unit, however, it will come on the line—disconnecting the handset or answering machine—and print the incoming message.

The only time your fax will answer the line before your answering machine is when your answering machine is broken or for some other reason cannot respond: After seven rings, your fax machine will answer the call and attempt to begin fax communication.

Q: How should I modify my answering machine message when I use it with my fax machine?

A: Your fax listens quietly on the line whenever an answering machine connected to the fax machine's "Phone 2" jack answers a call. When your fax detects transmission signals from a remote unit, it immediately disconnects the answering machine and begins fax reception.

When you record your answering machine message, be sure to tell callers that your fax is monitoring the line and that callers with fax messages can begin their transmissions immediately. Keep your outgoing message to fewer than 10 seconds.

Q: Can a caller leave both voice and fax messages on the same call?

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

Q: My fax rings and the LCD shows "CALLED", but a fax message never comes through. What's wrong with my machine?

A: The caller may have dialed the wrong number, then hung up. Also, if you're using an answering device or a second telephone with your fax, make sure it's properly set up to handle incoming calls (see page 13).

Q: I have an answering machine connected to my fax. My fax is set to answer after four rings, but it doesn't answer until after seven rings. What should I do?

A: When your fax is set in the "Ans/Fax Ready" mode, it always waits for the answering machine to answer the call. If the answering machine does not answer, your fax will pick up the call after the seventh ring. Make sure you set your answering machine to answer after one or two rings.

User Settings

Q: I transmitted an 11-inch-wide document. The remote operator called me and said part of the image was chopped off. What can I do to prevent this?

A. You need to adjust your fax machine's scanning width from 8.5 inches to 9.9 inches. See page 27 for more information.

Serial Number

Q: Where is the serial number on my fax?

A: Look on the back panel of your fax. You will see a label with a bar code printed on it. The last eight numbers form your serial number (see page 106).

Transmission

Q: Sometimes my fax machine transmits very slowly. Is there any way to speed transmission time?

A: Your fax can transmit at 14,400 bps, the fastest transmission possible for a Group 3 fax machine. Sometimes, however, it must slow down to compensate for poor phone lines or an older, slower fax machine.

Some decisions you make can increase the time needed for transmission, too: Transmitting at other than "normal" resolution will slow transmission and sending dense text—or documents on colored or patterned stationery—will also increase the time needed to send your message.

Q: People I send fax messages to say all my documents are received at a reduced size. Is the problem with my machine or with theirs and what can I do to correct this problem?

A: Make sure that the guides on your document feeder are adjusted to the width of the pages you send. If you leave the guides adjusted for an 11-inch wide page, for example, any 8.5-inch-wide pages you transmit will be reduced when printed at the remote machine.

Q: Do I have to dial a "1" for long distance?

A: Yes. Remember to include any numbers needed for long-distance dialing when you program your one-touch and speed-dial numbers. You can even include a special pause character needed when calling through a telephone system that requires "9" to reach an outside line (see page 67).

Q: How do I send to an overseas telephone number?

A: Dialing requirements for overseas calls may vary depending on your local telecommunication company's requirements. For most overseas calls, dial 011, then the appropriate country code, city code and phone number. Country and city codes are frequently included in the front section of telephone directories.

Q: How do I send to a fax unit that's on a telephone system extension or PBX?

A: Insert your document into the feeder and place your call using your fax machine's handset. When the PBX or system operator answers, ask for the desired extension. When you hear fax tones from the remote unit, press Start, then hang up the handset.

Q: Can I transmit if my fax is out of paper?

A: Yes, however communication results (see page 26) are not available when transmitting without paper.

Q: Can I transmit pages from a newspaper?

A: No. Newspaper can jam in your document feeder and newspaper ink can stain your fax's rollers.

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

A: The remote machine was busy. You can wait a few minutes and let your fax redial the number automatically or, if you don't want to wait for the automatic redial, just press Stop and your document will be fed through the fax machine. Then insert your document into the feeder and try the call again. For more information on setting the number of redial attempts, see the section on User Settings.

Q: My manual says the average transmission speed for a page is 6 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 CCITT Test Chart 1 and does not include dialing and handshaking between fax machines. 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 CCITT Test Chart 1.
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. Transmissions that use fine, superfine or grayscale take longer to transmit than transmissions using normal mode.
4. Your telephone connection may not be clear enough to support full-speed fax transmission.

Reception

Q: I have not been able to receive fax calls manually. I tried pressing Start when I hear fax tones, but the phone line disconnects. What am I doing wrong?

A: When you pick up the handset and hear calling tones from a remote fax, press Start before you hang up the handset. Your machine will begin reception.

Q: My fax rings and the LCD shows "CALLED", but a fax message never comes through. What's wrong with my machine?

A: The caller may have dialed the wrong number, then hung up. Also, if you're using an answering device or a second telephone with your fax, make sure it's properly set up to handle incoming calls (see page 13).

Q: How can I manually receive a fax while I am talking on the phone?

A: If you want to receive a fax message, tell the operator to insert a document in the remote unit and press **Start**. After you hear fax tones, press **Start**. Your fax will take over the line and receive the document. If you wish to reconnect the voice line after the message has been received, press **Monitor/Call** while the fax is printing. After the transmission is complete, your fax machine will ring. You can then pick up the handset and resume your conversation.

Q: Can I transmit and receive at the same time?

A: No, but use the call mode (see page 43) to ask the remote operator if he or she wants to transmit or receive after your transaction is completed.

Q: I have my fax set to answer automatically. Sometimes when I try to answer a call manually, the handset is dead. What's wrong?

A: Your fax answered the call before you could get to it and disconnected the telephone. Try setting the number of rings to six instead of two (see User Settings), or set the fax to the Tel Ready mode, which requires that you answer every call manually.

Q: When I answer my fax calls manually, I wait for calling tones, press Start, then the line goes dead. I'm worried I might lose a call.

A: The built-in phone handset goes dead after you press **Start** because the call has been disconnected from the phone and switched over to the fax.

Polling

Q: Remote operators have tried to poll my fax, but aren't able to retrieve the stored document. What's wrong?

A: You probably entered a passcode restricting access to your fax. Give your passcode to authorized Muratec operators only. Also, remember that when you are storing a document to be polled, your fax can not be in the Ans/Fax reception mode. Storing a document with your fax in any other reception mode is fine.

Activity Journal

Q: The telephone number that appeared on my Activity Journal is not the same as the number I dialed. Why not?

A: The location that appears on the Activity Journal doesn't come from your fax: It is received from the remote fax during transmission and reception.

Let's say you transmit to a fax at telephone number 1-214-403-3499. It's possible your Activity Journal will just show 403-3499, or even another number altogether, because the information is programmed by the remote operator. (And because your Subscriber

ID and TTI appear on the journals of remote units, take a minute to make sure the information is correct and includes your area code. That way, people you communicate with always receive your full name and telephone number.)

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 page 31.

Q: Sometimes a phone number appears in the Remote Location column of my Activity Journal and sometimes a company name appears. Why?

A: When your fax communicates with another Muratec-manufactured unit, the TTI or company name (see page 23) for the remote unit is saved in your Activity Journal. When you communicate with non-Muratec units, the Subscriber ID or telephone number is saved.

Q: How do I clear my Activity Journal?

A: There is no need to clear your journal: The Activity Journal displays only the 25 most recent transmissions and receptions. When your fax reaches the 25-transaction limit, it will drop the oldest entry and add the most recent to the bottom of the journal.

Q: Why is the number "001" used more than one time on the Activity Journal?

A: The journal begins numbering at "001" each day. Your Transmit Journal, for example, may have several occurrences of "001" because several days of fax activity were recorded.

Q: When I unplug my machine, will I lose programmed information like my TTI, autodialer numbers and time and date?

A: No. The battery for your fax will protect user settings for an extended period of time if power fails or you decide to move your fax. Remember, however, that battery back-up does not extend to documents and delayed commands in memory, only to user settings.

Q: A line of characters appears just below the table on both my transmit and receive journals. What do these characters mean?

A: The information given after the headings "S" and "T" show you the number of pages scanned and transmitted by your fax; the information given after the headings "P" and "R" show you the number of pages printed and received. See page 91 for more information.

Autodialer

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

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

Q: I tried calling the international telephone number 011-234-555-1212, but only a few of the telephone number's 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 in the autodialer. Numbers stored in the autodialer will appear in their entirety on your reports.

Use Outside the U.S.

Q: Can I buy a fax machine and take it out of the country?

A: No. The telephone systems and regulations of other countries differ from those in the United States and, at a minimum, you won't get reliable service from your fax. Even worse, the standard telephone line voltages—the current in the telephone lines—varies greatly by country and operating your fax outside the U.S. can damage or destroy the fax circuitry. Also, many countries exercise extremely stringent regulation of their telephone systems and simply taking your fax into these countries may cause you to risk a fine or seizure of your fax. Finally, your warranty covers use in the US.

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 106) 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 a 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. Your Muratec fax machine transmit and receive at 14,400 bps, with fallback to 9600, 7200, 4800 and 2400 bps if required by phone 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 ser-

vice 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 fax machines 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, MMR 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-but-

ton 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 Scan 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.

FM Or North American FM. Used to identify CCITT Group 1 units designed for use in North America.

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 Secure-Mail 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.

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, another optional CCITT Group 3 data compression method, providing the fastest transmissions possible under Group 3 standards.

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, MR and MMR 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 to hundreds of preprogrammed fax locations.

Resolution 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. Some Muratec units also offer grayscale transmissions for accurate reproduction of photographs.

Receive Confirmation Report A receive confirmation report is your assurance that the document you transmitted was received. The RCR prints 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.

SecureMail A feature on many Muratec fax machines. SecureMail allows you to send a document to a memory "mailbox" in a Muratec unit with internal storage. The transmission is protected at the receiving end by an access code created by the mailbox 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.

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.

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