muratec™

F-82/92 Operating Instructions

muratec™

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How Did We Do?

This manual was written to help you get to know your new fax machine quickly and easily. We would welcome any comments or suggestions you may have regarding the manual. Please fax your comments to: F-82/92 Manual, Murata Business Systems, Customer Service, (214) 403-3465.

Copyright and Trademark Information

Specifications

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

Compatibility: ITU-T Group 3.

Transmission Speed:

- **F-82:** 9 seconds per page.*
- **F-92:** 6 seconds per page.*

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

Modem:

- **F-82:** 9600 bps with fallback to 7200, 4800, and 24000 bps.
- **F-92:** 14,400 bps with fallback to 12,200, 9600, 7200, 4800, and 2400 bps.

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: 8.4 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 ± 10%, 50/60 Hz.

Dimensions: 16 (W) x 21.3 (D) x 10.8 (H) inches.

Weight: 45.32 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 and 78 pages for out-of-paper reception.***

Memory Expansion: 1, 2, or 3 mb.

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

** See page 100.

*** Based on ITU-T Test Document 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 Information (United States only)

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 such 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 causes 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 have to make changes in its 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, either 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 machine, see page 28.

Type of Service

Your fax is designed for use on standard device telephone lines. The fax connects to the telephone line with a standard jack called the USOC RJ-11. 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 Murata Business Systems, Inc., or an authorized representative of Murata Business Systems, Inc. For information, contact the Murata Customer Support Center at 214-403-3350.

DOC Regulations

DOC Load Number: 20 (EN=20)

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus," ICES-003 of the Department of Communications.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques," NMB-003 édictée par le Ministre des Communications.

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

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

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any equipment malfunctions or repairs or alternations 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 machine is 20. (EN=20)

Before You Install

Telephone Requirements

Your fax works on standard telephone lines and, with Muratec's voice/fax switch and switch-to-fax options, can share the line with a telephone answering machine or a second telephone.

Your fax connects to the telephone system with a standard modular jack, called a USOC RJ-11. If you don't have an RJ-11 jack where you want to install your fax, call your telephone company for information on installation.

Don't 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 surge protector can absorb and divert damaging voltage surges in your phone lines caused by static electricity or lightning. Many surge protectors guard both telephone and electric lines.

A Note About Call-Waiting Signals

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

Electrical Requirements

Do: Power your fax from any standard three-pronged 115-volt electrical outlet.

Use an electrical surge protector.

Don't: Plug your fax into an outlet that is turned off at the end of the day. Although your telephone directory and most user settings are protected against a power failure by an internal battery, documents stored in memory will be lost if you loose power to your fax.

Install your fax on the same electrical circuit as an air conditioner, copy machine, or other high-consumption electrical appliances. 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.

Voltage Requirements

115 volts AC ± 10%, 50-60 Hz.

Power Consumption

Standby:	59 W
Transmission:	60 W
Copy:	155.4 W
Reception:	119.9 W

Unpacking and Assembly

Open your fax machine's shipping carton and take out all of the 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. Throw away the silica desiccant shipped with your fax.

After unpacking, check for the following:

1. Telephone handset
2. Document wire
3. Document hopper
4. Paper tray
5. Paper cassette
6. Developer
7. Starting toner
8. Drum unit
9. Fuser cleaner
10. Process cleaner
11. Line connection cord
12. Power cord
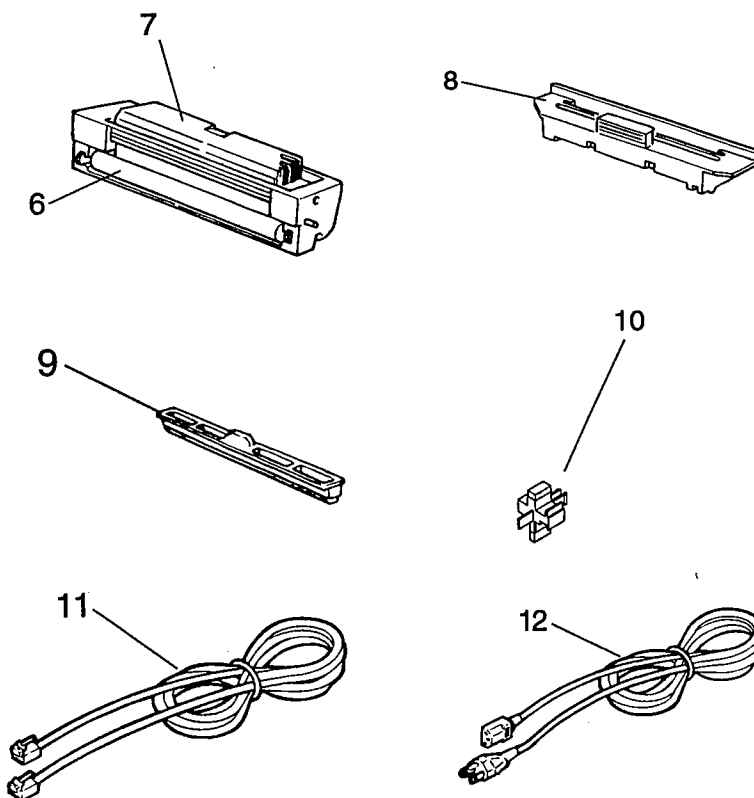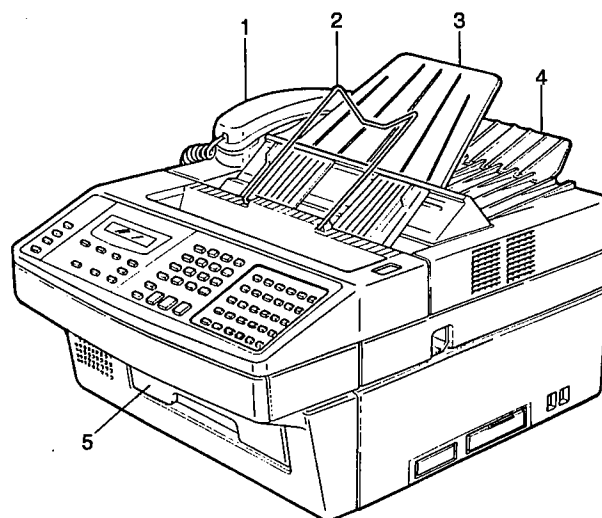
Machine Layout

1. **Control panel**—Contains all of the keys used to operate your fax. See the Control Panel Layout section for more information.

2. **LCD**—A two-line, 20-character display that shows the system status and fax operation.

3. **Front cover**—Allows access to paper jams at the scanner section.

4. **Handset**—Used for voice communication.

5. **Document size guide**—Assures straight document feeding and measures paper width.

6. **Document wire**—Holds documents discharged from the document exit.

7. **Document hopper**—Holds the documents to be fed into the fax.

8. **Paper tray**—Holds the printed recording paper

9. **Top cover**—Allows access to paper jams and printer components.

10. **Line**—A standard RJ-11 modular jack for a telephone line from the wall jack.

11. **Phone2**—An RJ-11 modular jack for optional use of a telephone answering machine, cordless telephone, or other telephone device.

12. **Top cover release**—Press to open the top cover of your fax.

13. **Expansion memory slot**—Insert additional memory (optional).

14. **RS-232C port**—Makes it possible for you to adapt your fax for connectivity with personal computers (optional).

15. **Front cover release**—Press to open the front cover of your fax.

16. **Recording paper cassette**—Holds up to 250 sheets of recording paper.
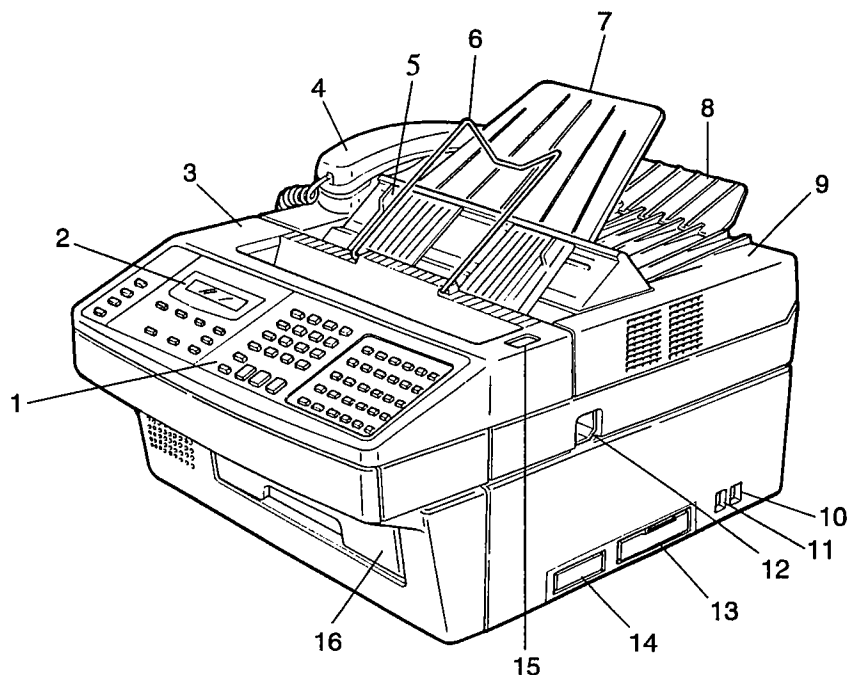
17. **Serial number**—Your unit's identification number. Have this number available when calling Muratec for service.

18. **Rear cover**— Allows access to paper jams at the paper feed section.

19. **AC plug**—Connection for the power supply cord.

20. **Power switch**—Turns your fax on and off.

21. **Phone1**—An RJ-11 modular jack that connects the telephone handset to your fax.

Control Panel Layout

The keys on the control panel are used to enter information into your fax and to control the way your fax machine operates. The following chart lists the keys you will find on the control panel and their functions.
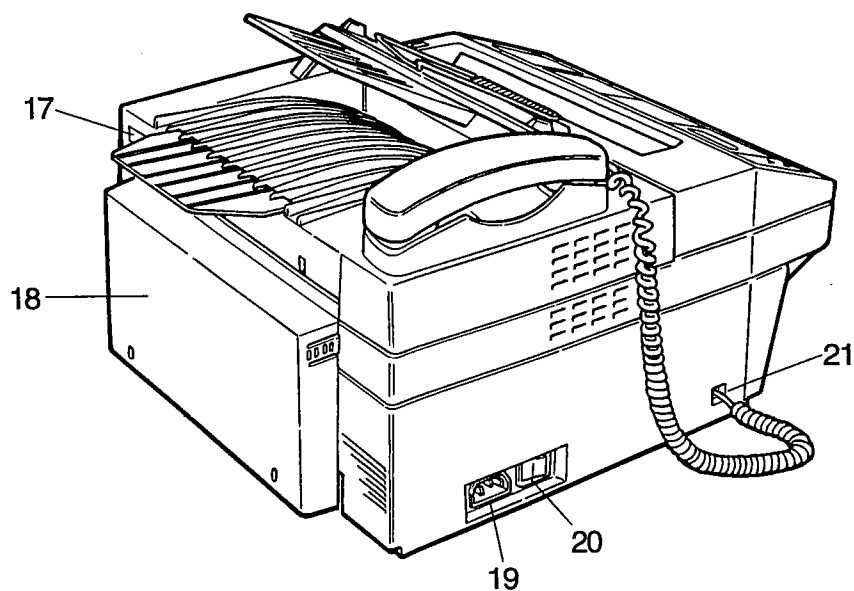
1. **Alarm**—Lights to indicate an error in fax communication.

2. **Communication**—Lights to show that communication is in progress.

3. **Memory Receive**—Lights when an incoming fax is being received into memory.

4. **Printer Alarm**—Lights when a printer-error occurs.

5. **Paper Jam**—Lights when a page becomes jammed in your fax.

6. **Replace Paper**—Lights when the paper tray is empty.

7. **Arrow Keys**—Used as cursor keys when entering information into your fax.

8. **Numeric Keypad**—Used to enter numbers for fax transmissions and features.

9. **One-Touch Keys**—Used for one-touch dialing, programmable features, and to enter information, such as your name, into user settings.

The Key(s) Entitled...	Allow(s) You to...
Auto Answer	Select manual and automatic reception options. The Auto Answer indicator will light when the automatic reception option is selected.
Monitor/Call	Use hands-free voice or fax dialing.
Redial	Dial the last telephone number entered.
Hold	Put callers on the telephone handset or a second telephone on hold.
Program	Scroll through a feature's command options.
Enter	Select, store, or confirm user-selected options.
Cancel	Delete information or cancel commands.
Halftone, S-Fine, Fine, Norm	Adjust a document's scanning resolution.
Dark, Norm, Light	Adjust the darkness or lightness of your document.
Dialing Options	Insert hyphens or special dialing symbols into the telephone numbers you enter.
Review Commands	Review pending commands, fax settings, and reports. View a description of delayed commands.
Broadcast	Transmit a document to two or more locations. You may know this feature as "sequential transmission."
Communication Options	Use your fax machine's special features, including Delayed Transmission, SecureMail Transmission, Relay Broadcast, and Polling.
Group Dial	Transmit to a specific group of remote fax machines.
Speed-Dial	Enter a three-digit Speed-Dial number.
Memory Transmission	Select memory transmit or feeder transmit. When the memory transmit indicator is lit, your fax will scan documents into memory before transmission.
Stop	Stop the current operation or discharge a document from the feeder.
Copy	Copy a document.
Start	Start a manual transmission or reception.
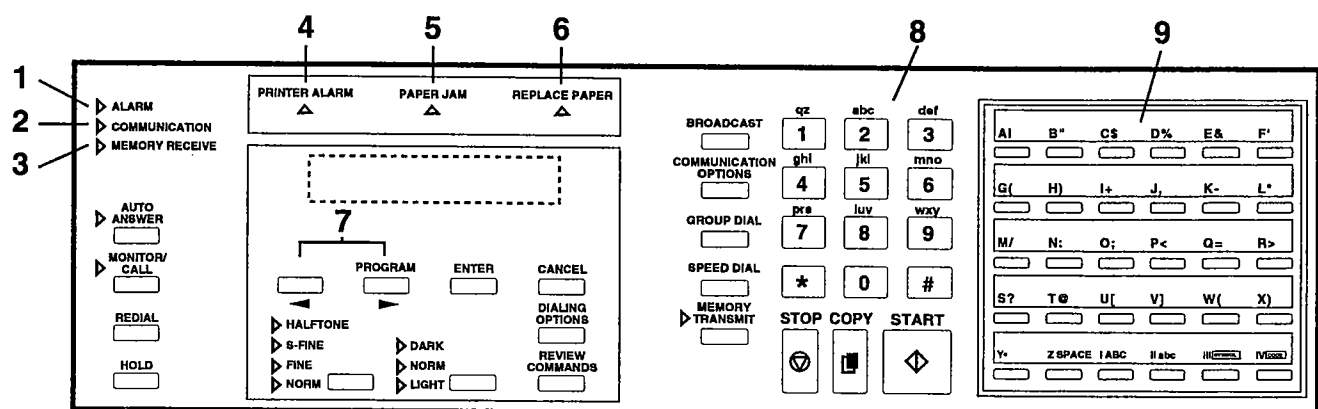
Installation

Important

To keep your fax in perfect working order, be sure to install it away from:

- **Dust**
  Dust build-up can damage your fax.

- **Splashes**
  Keep your fax away from sinks, water fountains, and other sources of splash and spray.

- **Vibration**
  Keep your fax on a level, vibration-free surface to improve performance and system life.

- **Overheating**
  Allow at least 12 inches of clearance around your fax machine. Don't install your fax in direct sunlight and never cover your fax with a cloth or dust cover.

1. Make sure the ON/OFF switch on the left side of the machine is off.

2. Insert both ends of the document wire into the document wire holes in your fax machine.

    Note: You'll notice that the top of the document wire is slightly bent. Be sure to install the document wire with the **bent** side **down.** Otherwise, your exiting documents will catch and could cause a paper jam.
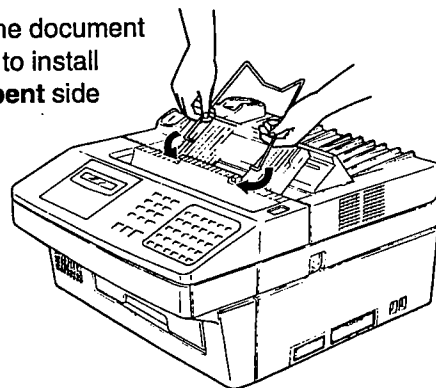
3. Attach the document hopper to the fax.
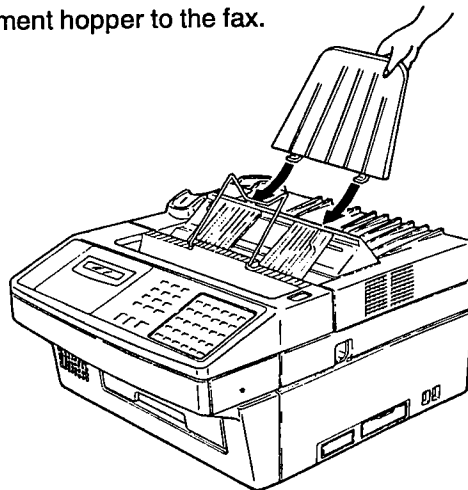
4. Attach the paper tray to your fax.
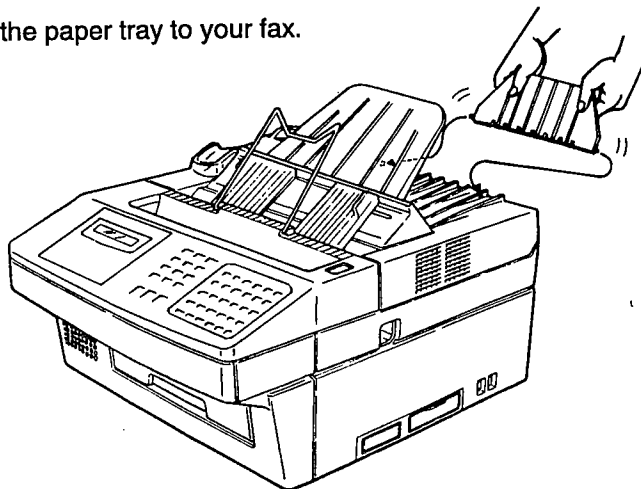
5. Insert the cord from the handset into the modular jack on the left side of your machine marked **Phone1**. Set the handset in its cradle.
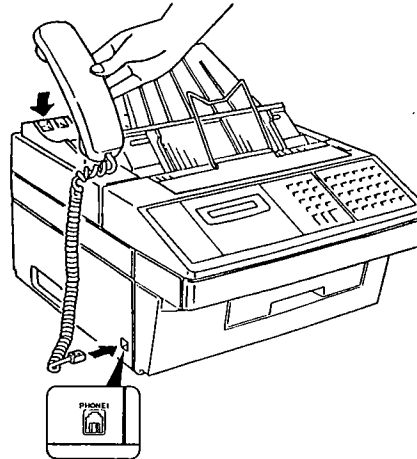
6. Connect the telephone line cord to the jack marked **Line**. The **Phone2** jack can be connected to a second telephone, answering machine, or message recorder.

   Do not connect your answering machine or second telephone directly to a wall jack. In order for your fax to work with your answering machine or second phone, they must be physically connected through the fax machine's **Phone2** jack.

Telephone Line

Optional
Telephone
Line
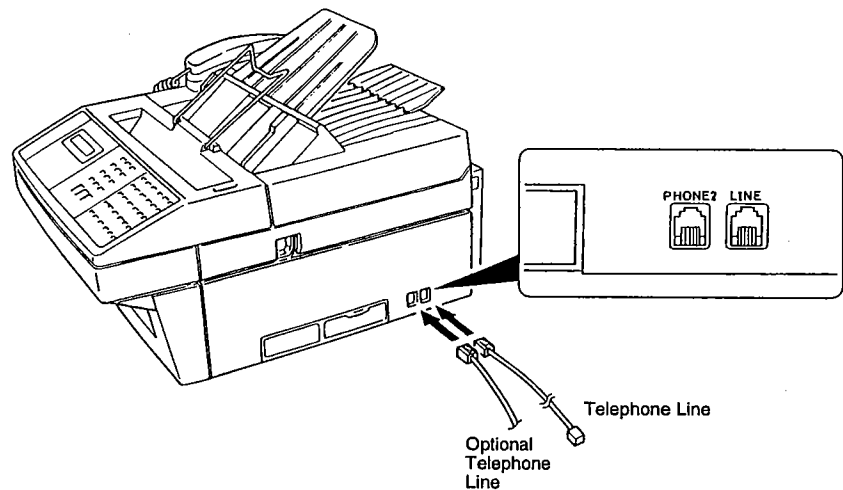
7. Connect the power cord to your fax and plug the other end into a three-pronged outlet.
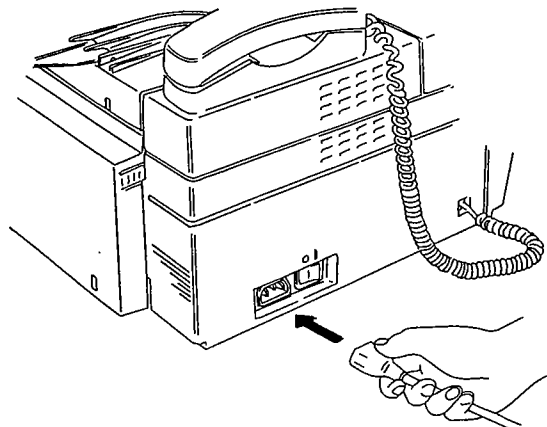
Now you're ready to install your fax's internal components.

Printer Components

Now you'll need to install the accessories for the fax machine's printer engine. These accessories include the:
* Developer.
* Drum Unit.
* Fuser Cleaner.

Begin by opening the top cover. Press the release on the right side of your fax.
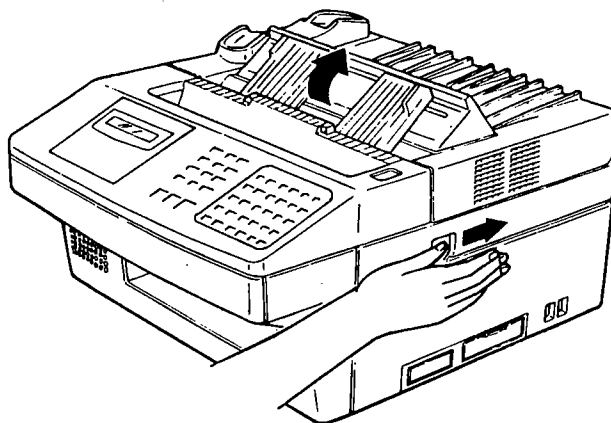
Note: Be sure to keep your face and eyes away from the front cover as you open your fax; if you open the top cover too quickly, the document wire could flip forward and cause injury.

Removing the Transport Guides

Your fax is shipped with guides inside the printing area and paper cassette. These guides protect your fax machine's delicate internal components during shipping. Be sure to keep these guides for reshipment.

Note: Make sure your fax is turned off before attempting to remove the transport guides.

Carefully remove the transport guides from the printing area and paper cassette as shown below.
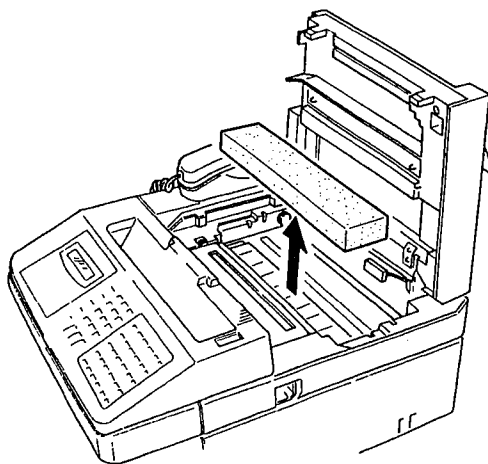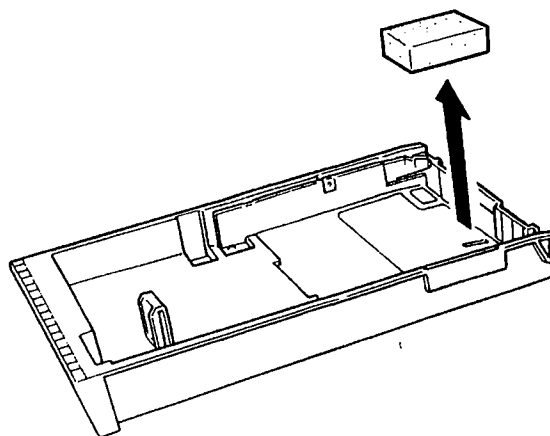
Printing area   Paper cassette

Installing the Developer

The developer delivered with your fax is equipped with a starting toner cartridge. To install the developer:

1. Lift the developer unit out of your fax. Carefully remove the developer's plastic cover.
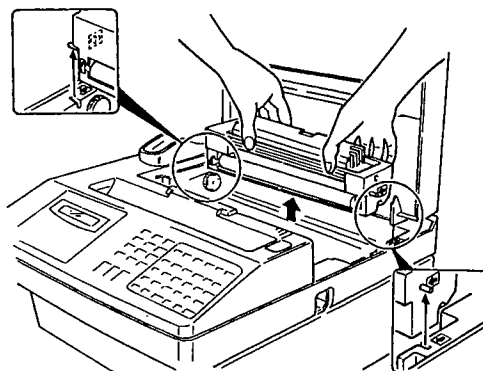
2. Hold the developer as shown. Align the cartridge's right and left arrows with the arrows on your fax. Carefully insert the unit, always keeping it horizontal as you do so.
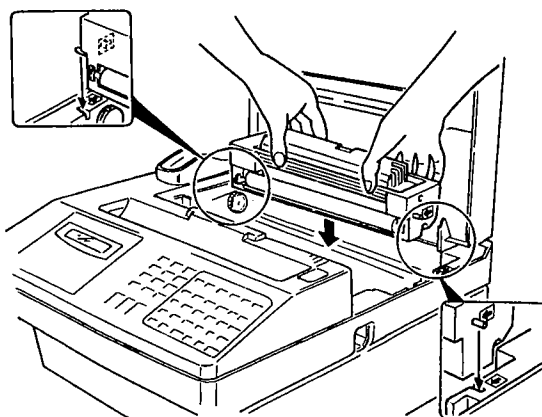
3. Remove the initial toner cartridge by pushing the developer's green lever away from the toner cartridge. Tilt the cartridge toward you and pull it out and up.
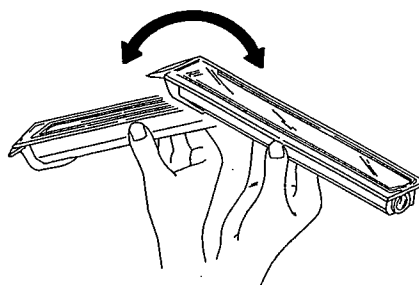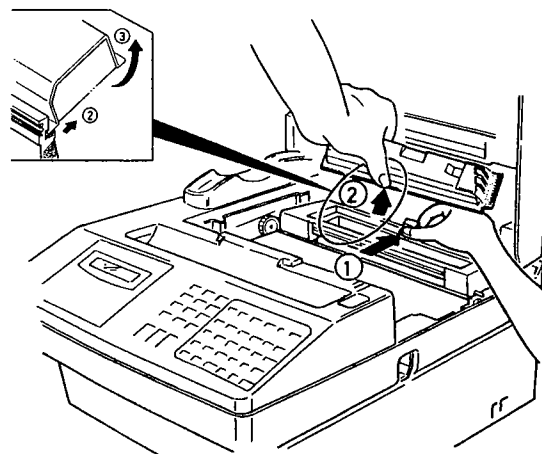
4. Turn the toner cartridge so that the sealed side faces up. Gently shake it a few times.

5. Reattach the toner cartridge to your developer, as shown.
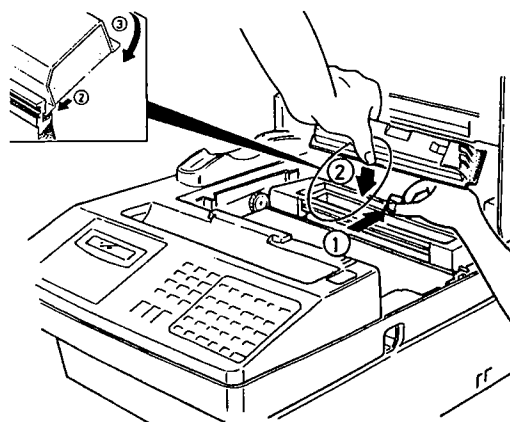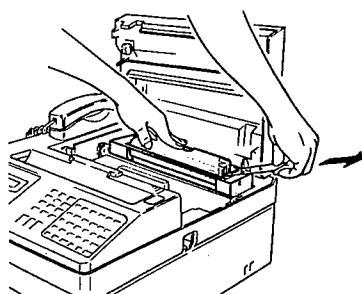
6. Remove the film from the toner cartridge.

At this point, you'll need to reset the developer counter using the "Replace Developer Unit" user setting described on page 45.

Important: Your fax machine comes with one starter toner cartridge. Your authorized dealer sells replacement toner cartridges for your machine in a toner set which consists of three cartridges, plus one charge case (shown). This item fits in the drum (see next item) to help keep your machine's printouts crisp and clean. See next item for instructions on installing the charge case.
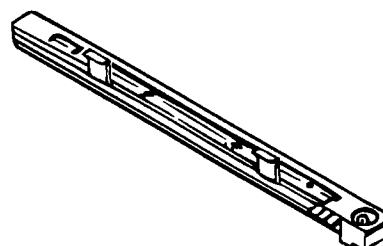
Installing the Drum Unit

The drum is a delicate part of your fax's printer. Never handle the drum unit under direct sunlight or high-intensity light. Never touch the drum directly.

To install the drum:

1. Hold the drum horizontally by its green handle.

2. Align the arrows on the drum with those on the fax.

3. Insert the unit.

The drum included with your fax machine at purchase comes with a charge case (see above) already installed. However, future charge cases will be packed with replacement toner sets, as explained previously.
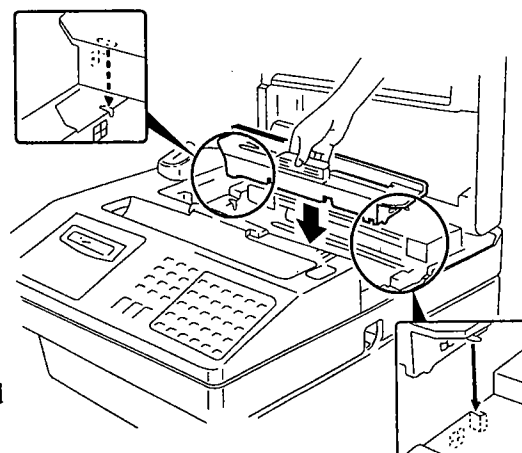
Replace the charge case every *third* toner cartridge (or if "streaks" or lines start appearing on printouts). The first time around, we recommend you wait until the second *replacement* of the toner cartridge.

To replace the charge case:

1. Lift the old charge case from its slot in the drum.
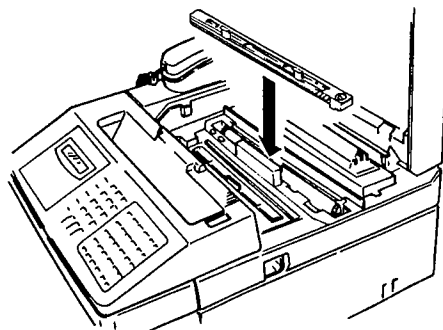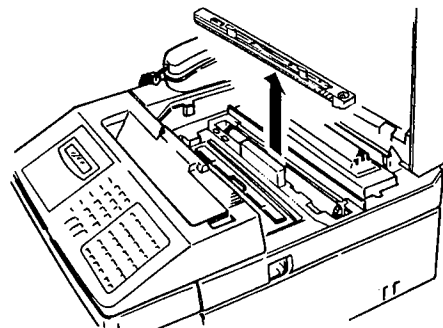
2. Place the new charge case into the slot in the drum.

Installing the Fuser and Process Cleaners

The fuser cleaner cleans the fuser unit rollers. You should replace the fuser cleaner every time you insert a new toner cartridge.

To install the fuser cleaner:

1. Remove the fuser cleaner from its vinyl bag.

2. Insert the fuser cleaner into the slot in the fuser unit.
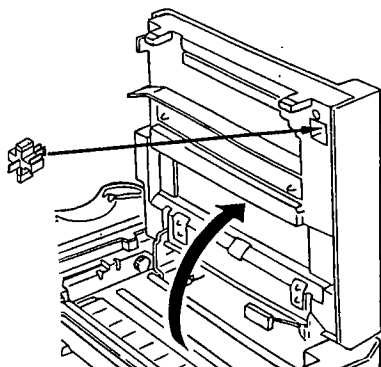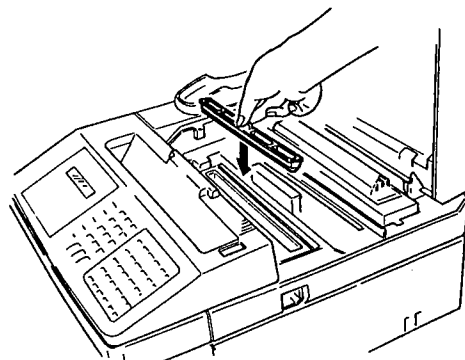
3. Insert the process cleaner into its slot on the inside top cover of your fax, as shown.

4. Close the top cover of your fax machine, making sure it clicks into place. Turn your fax on.

What's the Right Paper For Your Fax?

To ensure the smooth operation and long life of your fax, be sure to use the right paper. We recommend high- or standard-quality 20-pound copier (or xerographic) bond paper. Remember that using the wrong paper can damage your fax, cause paper feed problems, and reduce the reliability of your machine's printer.

Changing Paper Sizes

Before you load the paper cassette, you'll need to tell your fax what size of paper (letter or legal) you will be using. You can do this using the pin located on the left side of the paper cassette.

Note: If you will be using letter-size paper, go on to the "Installing Paper" section. Your fax is initially set for this paper size and needs no adjustment. Simply attach the LTR sticker to the outside of the paper tray.

Pull the paper cassette completely out of your fax.

On the left side, you'll see the pin and two sets of holes. The pin will be in the upper set of holes. When the pin is in this position, your fax thinks that the paper cassette holds letter-size paper and will either adjust all transmissions to fit an 8.5 x 11 inch sheet or will print on more than one page.
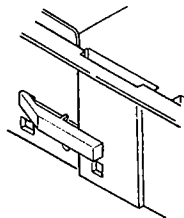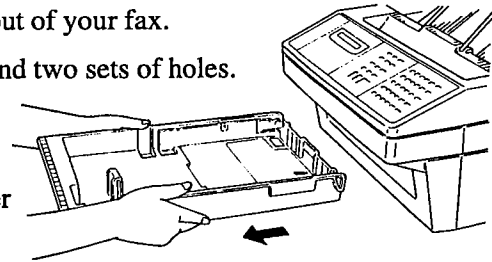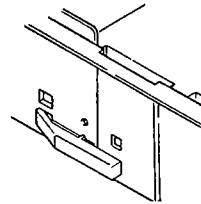
Letter Size   Legal Size

To instruct your fax to use legal-size paper:

1. Unlock the pin from the upper set of holes by reaching inside of the paper cassette and pressing the nib as shown (right).
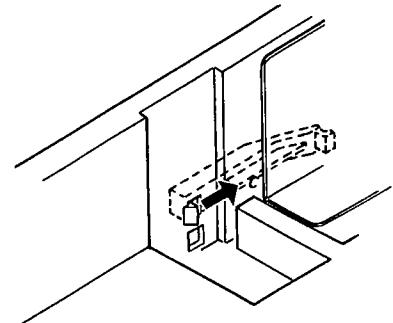
2. Remove the pin.
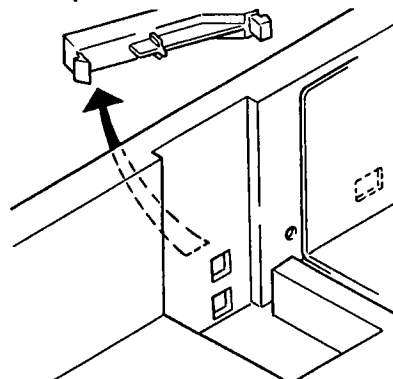
3. Insert the pin into the bottom set of holes. You'll hear a click when it is locked into place.

Remember, you've told your fax that the paper cassette holds legal-size paper. If you try to use letter-size paper without returning the pin to the top holes, your fax will sound its alarm and ask you to call service when you try to print. Be sure to attach the LGL sticker to the outside of the tray to remind you which paper size the cassette contains.
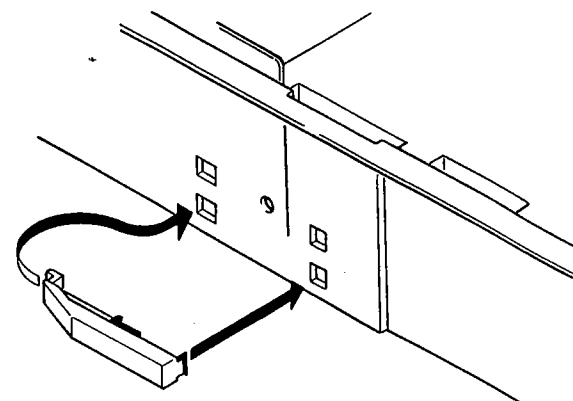
Checking Paper Size

To prevent errors, your fax provides an easy way to check which paper size your fax machine's paper cassette is set to contain. Simply press **Program**, *****, **C.** Your fax's LCD will display the paper size.

Installing Paper

To install paper in your fax:

1. Remove the paper cassette from the front of your fax by gently pulling it toward you.
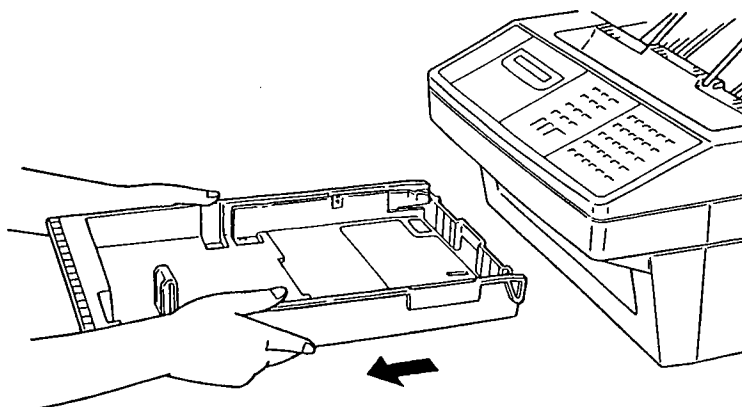
2. Remove the paper guide.
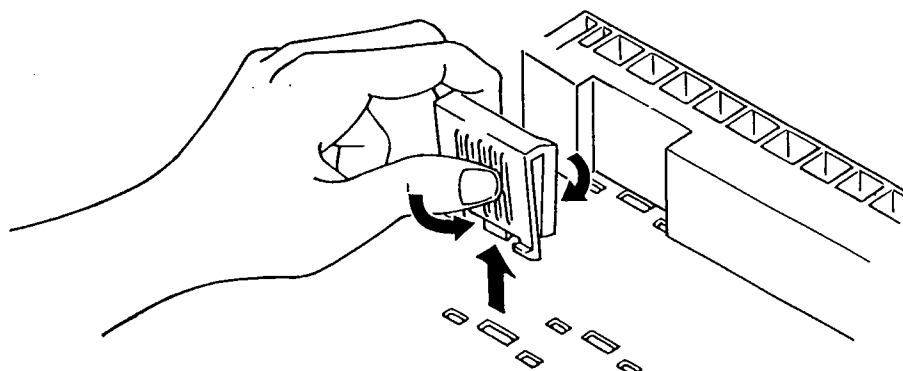
3. Insert the paper guide into the holes corresponding to the paper size you are installing.
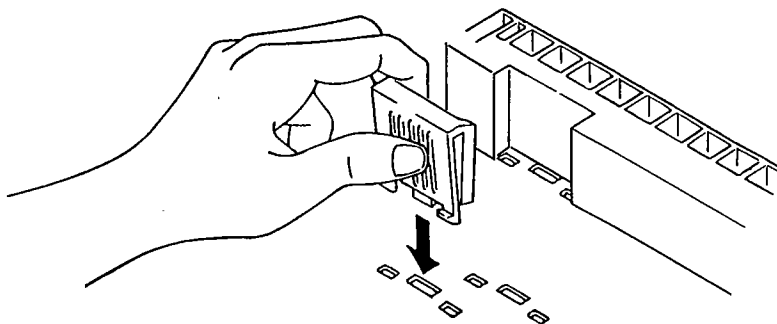
4. Set the sheets of paper under the paper stopper on the paper cassette, making sure that the top and bottom of the sheets are aligned.
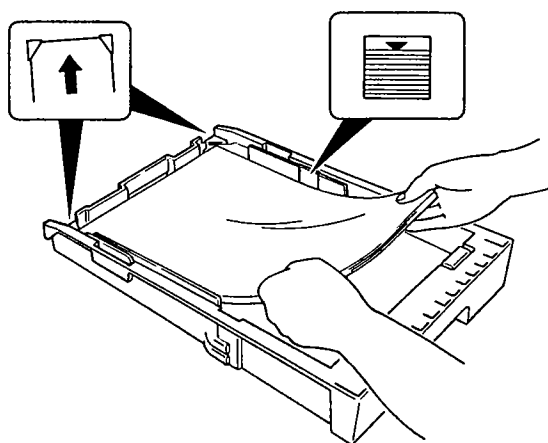
Important: After you remove paper from the ream, be sure to tightly rewrap the remaining paper. Paper should not be exposed to humidity; moisture can cause the paper to stick together, resulting in paper jams. Do not stack the paper above the paper level indicator located on the inside of the paper cassette.

5. Push the cassette back into its original position. You'll hear a click when it's in place.

Replace Paper Warning

When your fax runs out of paper, an alarm will sound and the replace paper indicator on your control pad will light. If you have the optional second paper cartridge, your fax will automatically draw from the second cartridge while letting you know, via the LCD, that a paper cartridge is empty.

```
Upper Cassette
Replace Rx Paper
```

Out-of-Paper Reception

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

The number of pages your fax can receive into memory is determined in part by the page size of the documents received and the resolution at which they were transmitted. Documents transmitted in fine resolution take twice the memory of a normal-resolution document. Superfine pages require twice the memory of fine.

Your fax can store about 78 pages of ITU-T Test Document 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 fax calls and cannot receive again until you install paper.

Making a Test Copy

After you set up your fax, be sure to make a test copy before attempting to receive a fax or make copies.

1. Turn on the power to your fax. Allow it to warm up for about 60 seconds.

2. Place a test page face-down into the machine's document feeder.

3. Adjust the resolution and contrast, if necessary. See page 54 for instructions.

4. Press **Copy**.

   Note: Your fax will produce copies at 94% of their original size (see page 35).

If your copies are too light or too dark, open the top cover of your fax and look for the green print density knob on the right side of the top cover. Adjust the knob to the desired density from 1 (light) to 5 (dark).

Telephone Features

Your fax machine is initially set 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 30).

A small switch on the side of your fax machine's telephone handset controls the volume. This switch affects the handset only.

The telephone features are built into your fax include:

Hold—Simply press **Hold** and hang up the handset or the second telephone to place a call on hold. Your fax includes an optional melody you can use to let your caller know the line is on hold (see page 39).

```
** On Hold **
```

Your fax will beep several times at one-minute intervals to remind you that your caller is waiting. 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 **Phone2** 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 a three-digit speed-dial number. For voice calls, pick up the handset when the call is answered. For fax calls, make sure there is a document in the fax machine's feeder and press **Start** when the remote fax answers.

```
** Tel Mode **
9-214-403-3465_
```

To adjust your fax machine's monitor volume:

1. Press **Monitor/Call.**

2. Open your fax machine's front cover. The volume control is directly to the left of scanner. Adjust the volume to the desired level.

    Note: Be sure to keep your face and eyes away from the front cover as you open it; if you open the front cover too quickly, the document wire could flip forward and cause injury.

3. Close the front cover and press **Monitor/Call.**

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 a telephone connected to the **Phone2** jack.

Getting Started

After you've installed and turned on your fax machine, the display will show a date and time. This date and time may not, however, be correct. You'll need to enter some basic information to customize your fax for immediate use.

Your fax offers a quick introductory program to help you enter the basic information necessary to get started. Remember, you can always change any of these setting later as you familiarize yourself with your fax and your fax needs.

Clearing the Backup File

Before you enter information into your fax, it's best to initialize its memory. Information such as the telephone number, time, etc. is memorized into the fax machine's Random Access Memory (RAM) and protected by a battery backup. Clearing the backup file ensures that only your codes are stored in memory.

To clear the backup file:

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

```
Clear User Settings
         Check Program/Cancel
```

2. Press **Cancel.**

```
Clear User Settings
         ** Complete **
```

Note: You must also clear the backup file each time the battery is replaced. In this case, you will want to print out the equipment setting, one-touch, and speed-dial lists in advance so that the information can be quickly re-entered.

Entering Initial Settings

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

```
Phone Type   :Tone
             Program/Enter
```

2. Press **Program** to choose your phone type. Your phone must be the same type as your fax.

```
Phone Type   :Pulse
             Program/Enter
```

3. Press **Enter**. Your fax will go to the next command automatically.

```
Set Phone Type
     ** Complete **
```

4. Enter the date and time using the numeric keypad. Simply type over the numbers shown on the display. If you enter a number incorrectly, use the arrow keys to move to the error, then simply retype the number. Press **Enter**.

```
Enter Time
     '95 01/01 01:02
```

5. Enter your fax number (up to 20 digits). Press the **Dialing Options** key to insert a dash into your fax number to make it easier to read. Press **Enter**.

```
Your Fax Number
_
```

6. Enter your name using the alphabetic keypad. You can enter up to 22 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. The "at" symbol in the example below, for example, was entered by pressing the **Symbol** key and then pressing the "T" one-touch key.

```
Your Name; Upper
J. Doe @ MURATEC_
```

   Refer to the one-touch keypad for a complete list of characters and symbols available. For a list of available ASCII characters, see "Special ASCII Characters" at the end of this section.

7. Set your default receiving mode. This lets your fax know who will answer the phone most of the time: you (Tel/Fax Ready), your fax (Fax Ready), or an answering machine (Ans/Fax Ready). Press **Program** to scroll through the choices. Press **Enter** to select your choice.

   Refer to the Reception section to determine which setting is the best choice for your office.

```
Fax Ready
               Program/Enter
```

Your fax automatically prints a one-page report listing the information you just entered and other options available. Refer to the "User Settings" section for more information on entering and modifying these options.

```
Print Setting
     ** Printing **
```

Special ASCII Characters You can access an extended ASCII character set by pressing **Code** and the two-digit code corresponding to the ASCII character you want. For example, to obtain the "ÿ" character, press **Code, 9, 8.**

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

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.

Set the Language of Operation

You can program your fax to display LCD screens, reports, and journals in English, French, or Spanish. The LCD will initially be displayed in English.

1. Press **Program** and the pound key (#) to see the commands, reports, and journals in French.

```
Fax Prêt
          Jun 13 95    17:13
```

2. Press **Program, #** , again to see commands, reports, and journals in Spanish.

```
Fax Prep.
          Jun 13 95    17:13
```

3. Press **Program, #** , a third time to reset to English.

```
Fax Ready
          Jun 13 95    17:13
```

Set the 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
          '95 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
          '95 01/01    12:45
```

3. Enter the month, day, and time. Enter the time in a 24-hour format. For example, enter 1 p.m. as 13:00 and 5:30 p.m. as 17:30.

```
Enter Time
       '95 02/26    18:30
```

4. Press **Enter**.

```
Set Date and Time
       ** Complete **
```

Enter Your TTI

Your programmable Subscriber ID and Transmit Terminal Identifier are added to the top of each page you send. The Subscriber ID and TTI appear on each page of the document 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**.

```
I1 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.

   Note: If you enter a character incorrectly, use the arrow keys to move to the error. The **Cancel** key acts as a delete or backspace key.

   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
1-214-403-3465
```

4. Press **Enter**.

```
Your Name; Upper
_
```

5. 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. For example, the "at" symbol in the following display was entered by pressing the **Symbol** key and then pressing the "T" one-touch key. Refer to the one-touch keypad for a complete list of characters and symbols available.

Note: If you enter a number incorrectly, use the arrow keys to move to the error. The **Cancel** key acts as a delete or backspace key.

```
Your Name     ; Lower
J. Doe @ Muratec
```

7. Press **Enter**.

```
Enter Your TTI
      ** Complete **
```

Print Your TTI

Press **Program, I, 3, Enter** to print and review your name and fax telephone number.

```
Print Your TTI
      ** Printing **
```

Modify or Erase Your TTI

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

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 **Stop**.

Set Phone Line Type

Your fax works well on either tone or rotary phone lines. It is initially set 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.**

```
Set Phone Type
        ** Complete **
```

Set Report Type and Printing

Your fax can print communication reports at the end of transmissions to confirm that those transmissions have been successful. These reports are especially useful in using delayed commands to send documents after hours. There are two types of reports.

A transmit confirmation report (TCR) identifies the message recipient and gives the transmission's result. If you transmit from memory (not with the handset or the monitor), the TCR also shows part of the transmitted image.

Note: When you are sending a broadcast (see pages 59–62) to more than ten locations, the TCR will not include any of the image.

Receive confirmation reports (RCRs) don't show an image, but otherwise show the same information as — and, in some cases, more information than — TCRs. RCRs are available when sending to other Muratec fax machines, which transmit the RCRs to your fax for printing. 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.)

First, set the report type:

1. Press **Program, J, 0, 2, Enter.** Press **Program** to select the desired report.

```
TCR Selected
                Program/Enter
```

2. Press **Enter** when you have selected the communication report you want.

Now, choose whether to print the report each time you transmit.

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

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

4. Press **Enter**

```
Set Report Type
       ** Complete **
```

After every transmission, your fax machine will print the report you selected.

Note: If you wish to turn off the printing of this report, simply repeat steps 1–4 — except, in Step 3, press **Program** until the display indicates that "Auto Print" (of the report) is on.

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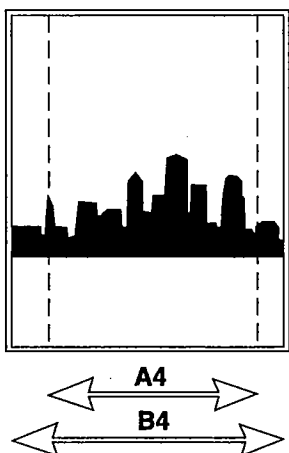
When you transmit wide documents, your fax will automatically reduce the size of the pages sent to accommodate the printing capability of the receiving fax.

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 100.)

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

```
Scan Width:            B4
               Program/Enter
```

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

```
Scan Width:            A4
               Program/Enter
```

3. Press **Enter**.

```
Set Scanner Width
       ** Complete **
```

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 the Grayscale

Your fax can scan halftone images like photographs at two different settings: 16- or 64-level grayscale. You'll need to 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 following steps 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 the 64-level grayscale.

To set the grayscale:

1. Press **Program, J, 0, 4, Enter** to adjust the grayscale setting.

```
Gray 16:        Grayscale1
                Program/Enter
```

2. 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.

```
Gray 64:        Grayscale2
                Program/Enter
```

3. Press **Enter**.

```
Set Grayscale
        ** Complete **
```

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 the 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 determines which resolution will be lit on your fax machine's keypad. Documents you insert into your fax machine will be sent at the resolution you select with this feature unless you manually change the resolution before transmission.

When you manually change the resolution, your fax will return to the Primary Resolution setting after each fax is sent.

To set the primary resolution:

1. Press **Program, J, 0, 5, Enter** to set the primary resolution.

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

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

```
Primary:      Fine
              Program/Enter
```

3. Press **Enter.**

```
Set Primary Mode
      ** Complete **
```

Set the Primary 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.

To set the primary contrast:

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

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

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

```
Contrast:           Dark
              Program/Enter
```

3. Press **Enter.**

```
Set Contrast
      ** Complete **
```

Set the Dialing Pause

The **Dialing Options** key lets you insert pauses into the 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 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.

To set the number of seconds your fax should wait when it encounters a dial pause:

1. Press **Program, J, 0, 7, Enter.**

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

2. Use the numeric keypad to enter the number of seconds your fax will delay before continuing to dial. You can select a pause of from 05 to 99 seconds.

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

3. Press **Enter.**

```
Set Dialing Pause
      ** Complete **
```

Set the 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 one to ten rings.

To set the number of rings:

1. Press **Program, J, 0, 8, Enter.**

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

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

```
Set # of Rings
#      (02 - 10)     : 04
```

4. Press **Enter.**

```
Set # of Rings
      ** Complete **
```

Second Telephone Hold

You can connect a second telephone or answering device to your fax's **Phone2** for added convenience. Second Telephone Hold allows you to put callers on the **Phone2** jack on hold.

To use the second telephone hold feature:

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 2nd Telephone
     ** Complete **
```

Set the 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 may come from even longer original pages.

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

Your fax machine is set initially to the "Auto" reduction setting. This is the best setting for most applications. Your fax will select a reduction ratio that allows most incoming pages to be printed as a single page. For example, a legal-length document will be printed on a letter-sized page. Unless you need to know that your received fax messages are a specific percent of their original size, leave your fax on the Auto setting.

Reduction Setting	Description
Auto	Reduces documents at variable rates up to 70%. Pages sent to your fax that are longer than the paper in your paper cassette 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%	Instructs your fax to print pages without any reduction. This setting may trigger a second page on a single-page receptions to compensate for the sender's TTI.
97% reduction	Slightly reduces all fax messages and copies.
91% reduction	Assures that an 11-inch original document transmitted with a TTI can be printed by your fax on a single 11-inch page.
81% reduction	Provides even greater reduction for some international stationery sizes and special applications.
75% 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, helps your fax determine if incoming documents can 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 cassette plus the reduction margin. If the incoming mes-
sage 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.

Remember that the Auto reduction setting and its default 85 millimeter reduc-
tion 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.

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. Press **Enter.**

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

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

```
Set Reduction
Margin (0-85mm) 24
```

5. Press **Enter.**

```
Set Reduction
     ** Complete **
```

Set the ECM Mode

Your fax machine offers an ITU-T-standard error correction mode for trans-
missions and receptions to assure that important documents look clear and
sharp.

During an 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—con-
firming that the image was received properly. If some of the image data was
damaged by telephone line noise, 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 re-
ceived 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 Group 3 fax machines. Any machine with ITU-T-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.

Fax Memory and ECM

Your fax has enough memory to store 78 pages of ITU-T Test Document 1 at normal resolution. Using the ECM feature will not reduce the amount of pages your fax can store in memory.

To take advantage of your fax machine's error correction mode:

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 ECM Mode
       ** Complete **
```

Set Copy Protect

Your fax can provide convenient plain-paper copies any time. 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 following steps:

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.**

```
Set Copy Protect
       ** Complete **
```

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 service personnel to test your fax by computer over the telephone line. When you call the Muratec Customer Support Center (see page 115), you may be asked to change this setting.

To change the diagnostic setting:

1. 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. Press **Enter.**

```
Set Remote Diag
      ** Complete **
```

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 tell your fax how many times to redial the busy number before sounding its alarm to alert you of the unsuccessful transmission.

To set the number of redial attempts:

1. 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. Press **Enter.**

```
Set # of Redials
      ** Complete **
```

Set the Redial Interval

When your fax encounters a busy signal, it waits several minutes before redialing. Use this setting to tell your fax how many minutes it should wait before attempting to redial the busy number.

To set the redial interval:

1. Press **Program, J, 1, 5, Enter.**

```
Set Redial Interval
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. Press **Enter.**

```
Set Redial Interval
      ** Complete **
```

Set the Hold Melody

Your fax includes an optional melody you can use to let callers know they are on hold. The fax is initially set not to play this melody. Use this setting 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 Hold Melody
      ** Complete **
```

Enter a 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 the following section) with other Muratec fax machines.

Use the passcode only when communicating with Muratec fax machines. 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.

To enter a passcode:

1. Press **Program, J, 1, 7, Enter.**

```
Set Passcode
Passcode:              0000
```

2. Use the numeric keypad to enter your passcode.

```
Set Passcode
Passcode:              1234
```

3. Press **Enter.**

```
Set Passcode
      ** Complete **
```

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.

To operate in a closed network:

1. 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. Press **Enter.**

```
Closed Network
      ** Complete **
```

Security Transmission

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

When the security transmission feature 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 telling 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.

To activate the security transmission option:

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

```
Security Tx:        Off
            Program/Enter
```

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

```
Security Tx:        On
            Program/Enter
```

3. Press **Enter.**

```
Security Tx
        ** Complete **
```

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 you.

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:

- The remote fax machines you communicate with must have their telephone numbers programmed as their Subscriber IDs. Not all fax owners enter this information.

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

- If your office uses a long-distance service that requires dialing access codes after a number, do not use the Block Junk Fax feature. 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. Press **Enter**.

```
┌─────────────────────────────┐
│ Block Junk Fax              │
│         ** Complete **      │
└─────────────────────────────┘
```

Change Fax Reception Mode

This setting provides important information on how your fax machine should respond to incoming telephone calls. Refer to the reception section (see page 46) for more information.

To change your fax machine's reception setting:

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

```
┌─────────────────────────────┐
│ Fax Ready                   │
│               Program/Enter │
└─────────────────────────────┘
```

2. Press **Program** to tell your fax machine how it will be used in your office.

Select...	If Your Fax Will Be Used...
Fax Ready	On a dedicated phone line with no other telephone devices attached.
Tel/Fax Ready	With a telephone connected to the **Phone2** jack at the back of the fax.
Ans/Fax Ready	With a telephone answering machine plugged into its **Phone2** jack.

3. Press **Enter**.

```
┌─────────────────────────────┐
│ Set Receive Mode            │
│         ** Complete **      │
└─────────────────────────────┘
```

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 a separate sheets of paper.

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

This setting combines separate half-page messages only when several are sent 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. Press **Enter**.

```
Half-Page Recpt.
        ** Complete **
```

Set Memory Transmission

The **Memory Transmit** key on your fax lets you choose 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.

This user setting lets you choose which of these transmission options you will 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. Press **Enter.**

```
Set Memory Tx
        ** Complete **
```

Note: When the **Memory Transmission** light is on, indicating that 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 cannot, however, scan documents you place using the telephone handset or **Monitor/Call**. If you want the benefits of transmission from memory, don't place your calls using the handset.

Set 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.

Since the Activity Journal documents each transmission's length and destination, the department code option simplifies cost accounting for your fax.

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. Press **Enter.**

```
Set Depart Code
      ** Complete **
```

Print User Settings

After you have entered the settings you need for your fax communications, 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.**

```
Print Settings
      ** Printing **
```

Printer Heater Time

Often, when your fax receives or copies a document, it must wait a few seconds to let its printer engine "warm-up" before it can print the document. If you know that you will be receiving documents regularly, your fax allows you to adjust the amount of time the printer heater remains on after your fax receives a document or makes a copy. This keeps the printer heater from constantly turning on and off and reduces the printing delay.

To adjust the printer heater time:

1. Press **Program, J, 2, 6, Enter.**

```
Printer On Time
Active Time           005
```

2. Enter the number of minutes, up to 240, that you want your fax machine's printer to stay powered on after a document is received or copied.

```
Printer On Time
Active Time           045
```

3. Press **Enter.**

```
Printer On Time
      ** Complete **
```

Replace Developer Unit

Your fax keeps track of how many pages go through the developer unit to let you know when the developer needs to be replaced. When you install the new unit, use this setting to reset your fax machine's developer counter This lets your fax know that you've installed a new developer unit. Remember, use this setting **only** when you are replacing the developer.

1. Press **Program, J, 2, 7, Enter.**

```
Replace Developer
       Check Program/Enter
```

2. Press **Enter.**

```
Replace Developer
      ** Complete **
```

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.

To clear all user settings and dip switches:

1. Clean the image sensor as described on page 112. Each time you clear all settings, you reset your fax machine's scanner. The image sensor **must** be clean in order for your fax's scanner to reset properly.

2. Press **Program, *, 3.**

```
All RAM Clear
    Check Program/Cancel
```

3. Press **Cancel** to erase all information, or press **Stop** to return to standby without erasing the information.

```
All RAM Clear
      ** Complete **
```

Reception

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

Reception Option	Meaning
Tel Ready 　　　Feb 26 95　12:45	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.
Fax Ready 　　　Feb 26 95　12:45	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.
Tel/Fax Ready 　　　Feb 26 95　12:45	You have attached a telephone to your fax machine's **Phone2** jack and have instructed your fax machine to answer calls automatically, unless you answer the call manually first. This option is called "Tel/Fax Ready" because a telephone is used with the fax.
Ans/Fax Ready 　　　Feb 26 95　12:45	You have attached an answering machine to your fax machine's **Phone2** 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 with the fax.

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

Reception Options

Use "Tel Ready" 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
        Jan 01 95 1:02

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 the characteristic electronic fax tones. When you hear these tones, press your machine's **Start** button to return the remote unit's fax "greeting." Then hang up, and reception will begin.

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

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

What if I answer a call in another room?

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

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 ten 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
        Jan 01 95 1:02

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 95  12:45
```

4. Press **Enter.**

Use Tel/Fax Ready When:

- A second phone is attached to the **Phone2** 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
        Jan 01 95  1:02
```

You can connect a second telephone to your fax machine's **Phone2** 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 if 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 **Phone2** jack and answer incoming calls before the fax responds, your options are the same as for manual reception: Talk to your callers or press **Start** if you hear fax transmission tones.

What if the telephone connected to the **Phone2** 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 **Phone2.**

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 95  12:45
```

4. Press **Enter.**

Use Ans/Fax Ready Mode When:

- An answering machine is attached to your fax machine's **Phone2** 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 first.

```
Ans/Fax Ready
       Jan 01 95  1:02
```

You can connect a telephone answering machine to your fax machine's **Phone2** 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 ITU-T and would cause the transmitting fax to hang up.

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

1. Make sure your answering machine's telephone line is connected to your fax machine's **Phone2** 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 so, go to step 6.

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

```
Fax Ready
             Program/Enter
```

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

```
Ans/Fax Ready
          Feb 26 95   12:45
```

5. 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 ten seconds long. Please see "Modifying Your Outgoing Message" for more information.

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.

A few fax machines do not emit fax tones when transmitting. Normally, this would force your answering machine to keep recording until the remote fax completed its transmission attempt. Fortunately, your fax has a special feature called Silent Detect to prevent this whenever you use the "Ans/Fax Ready" mode.

For example, let's say you've set your fax to "Ans/Fax Ready" and have connected an answering machine. An older remote fax, one that does not emit fax tones, calls your fax. Your answering machine will answer and, since your fax hears no tones, will stay on the line to begin recording. At this point, your fax is still listening to the line. If your fax machine doesn't hear a voice message begin within ten seconds, it will assume that a fax machine has called and will disconnect the answering machine to pick up the line.

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 and then press **Start** to begin their transmission. Your fax will detect the switch from voice to fax and come on the line to print the message.

Call Reserve

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

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

To reserve a call during transmission or reception:

1. Press **Monitor/Call** while the fax is sending or receiving. At the remote fax, the telephone will ring after the transmission of each page. If someone at the remote fax responds to the call request, your fax will ring several times.

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

3. Begin your conversation.

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

Responding to a Call Request

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

```
** Call Requested **
A4                  Norm
```

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

Out-of-Paper Reception

If your fax runs out of paper at night or while you are out of the office, up to 25 incoming documents (a maximum of 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 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." You will want to 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 needs, see page 41 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:

- 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.

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

- If your office uses a long-distance service that requires dialing access codes after a number, do not use the Block Junk Fax feature. Any kind of code included at the end of a number in your directory can cause blocked calls if the Block Junk Fax feature is activated.

Transmission

Page Size   A page inserted into your fax must fall within these page-size requirements:

	Single Page	Multiple Pages
Maximum	10.94 (w) x 35.16 (l) inches	10.4 (w) x 14.22 (l) inches
Minimum	5.16 (w) x 3.91 (l) inches	5.78 (w) x 4.10 (l) inches

An optional setting allows you to transmit water well logs, medical strip charts, and other special documents longer than 35 inches per page (see page 98).

When transmitting to a fax machine with an 8.5-inch print width, wider documents will be reduced automatically to accommodate the receiving unit. To transmit images from documents smaller than the minimum or from a newspaper, cardboard, or overhead transparencies, first copy the document on a copier. Use the copied image for your transmission.

Do not transmit:

- Pages which are extremely thin (such as thermal fax paper) or wrinkled.
- Documents carrying staples, glue, correction fluid, tape, or paper clips.
- Pages with duplicating carbon on one side or newspaper pages.
- Fabric.
- Post-It Notes.®

Inserting a Document

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

Note: Do not press down on the document mount assembly or the document hopper. Any damage to these attachments could hinder the document feeder operation.

To insert documents into the feeder:

1. Adjust the feeder guides to the document's width.

   Important: You must adjust the feeder guides to each document you transmit or copy. Your fax uses the position of the feeder guides to measure the width of the document.

2. Fan the leading edges of the pages in your document slightly. Each page of the stack should extend slightly farther than the page on top of it.

3. Insert the document face-down into the feeder, making sure that the document hopper is flipped up. The feeder will automatically advance the first page—the one on the bottom of the stack—partially into the fax.
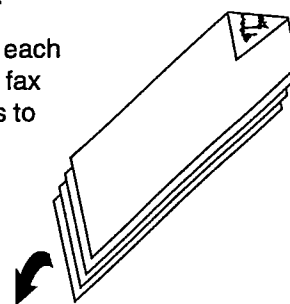
Before you do anything else with your document, you'll want to adjust its resolution and contrast so that the document looks its best. The following section will take you through the steps to adjust these settings.

Resolution and Contrast

When transmitting a document, you have four choices of how the document will look when printed by the remote fax. The following chart describes the resolution settings offered by your fax.

The...	Is Most Suitable for...
Normal setting	Typed documents.
Fine setting	Detailed or handwritten documents.
Superfine setting	Extremely complicated drawings or line images.
Halftone setting	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 those without the grayscale mode.

1. Press the key next to **Norm** on the control panel to choose your document's resolution. A light will appear beside your choice.

   Note: After the transmission, your fax will automatically revert to the default resolution you entered into the user setting (see page 32).

2. Press the key next to **Light** on the control panel to choose your document's contrast. The contrast setting on your fax works in much the same way as many copy machines. Press **Light** to lighten your document and **Dark** to darken it.

Transmitting from Memory

Your fax gives you the option of transmitting either from the document feeder or from memory. When the Memory Transmit light is on, your fax will scan documents into memory before transmission. This feature is particularly useful if the fax is used by many people, since a document can be scanned into memory as another document is transmitting. Your fax allows you to scan ten documents into memory for transmission. See "Review Pending Commands," page 91, for more information.

Numbering Pages

Your fax machine automatically and sequentially numbers the pages you transmit. This number appears at the top of the page, near the TTI (see pages 28–29). If you transmit from memory, the fax also will show the total number of pages being sent in the transmission: *1/4, 2/4, 3/4, 4/4,* for example. This lets remote fax operators quickly see how many total pages you sent.

However, as a convenience, you can set your fax machine to ask you, before each transmission, how many pages you *intend* to send; thus, if your fax unit detects that not all the pages got through for some reason, it will alert you to the problem so you can retransmit.

Turning On the Page Numbering Prompt for All Transmissions

To set your fax to ask for the total number of pages in a document when it it is to transmit that document from memory:

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

```
PgNo.Prompt      Off
               Program/Enter
```

2. Press **Program** until the display shows "On," as shown below.

```
PgNo.Prompt      On
               Program/Enter
```

3. Press **Enter.**

Now, every time you insert a document for sending a fax from memory and dial a number (see "Using the Keypad," below, and other transmission-related discussions on pages 56–64), the fax machine will display:

```
Enter # of Pages
               (1-30): 01
```

Use the numeric keypad to enter the total number of pages to send, and then press **Enter.** In the example, we have entered "15."

```
Enter # of Pages
               (1-30): 15
```

Turning Off the Page Numbering Prompt for Non-Memory Transmissions

To cancel the automatic page numbering prompt, repeat steps 1–3 (above)—**except,** in step 2, press **Program** until the display shows "Off."

Redialing Busy Numbers

When your fax encounters a busy signal, it will automatically attempt to redial the busy number. User settings control how many times the fax will redial the busy number and the amount of time between each attempt (see pages 38 and 39).

Note: This automatic redial feature is not available for transmissions made using the monitor or telephone handset.

Using the Keypad

1. Insert your document. Your display shows the width of the document (A4) and the amount of memory available (100%). Adjust the resolution and contrast, if needed.

```
Document Ready
A4              Memory 100%
```

2. Use the numeric keypad to enter the telephone number of the remote fax. If you make a mistake while entering the number, press **Cancel** to delete the wrong number a character at a time.

   Note: You can use **Dialing Options** to enter dashes into the number to make it easier to read. The dashes will not affect the transmission. For information on other special dialing characters, see page 71.

```
Press Start Key
1-214-555-_
```

3. Press **Start**. (See **Note**, below.) Your fax will begin dialing. If it is set to transmit from memory, your fax will scan the document before dialing.

   Note: If your machine is already sending or receiving as you're entering this command, press **Start** a second time and scanning will begin.

```
1-214-555-0000
A4                 Memory 90%
```

If your fax encounters a busy signal, the display changes to something like:

```
      ** Reserved **
      Apr 20 95   11:03
```

You can set how many times your fax will redial a busy number and how long to wait between each attempt (see the "User Settings" chapter). If your fax finally can't reach the other unit, it alerts you with an error report.

Using a One-Touch Key

1. Insert your document. Adjust the resolution and contrast, if needed.

```
Document Ready
A4                 Memory 100%
```

2. Press the one-touch key programmed with the number of the receiving fax. Your fax will transmit automatically.

```
A
A4                 Memory 100%
```

Using a Speed-Dial Number

1. Insert your document. Adjust the resolution and contrast, if needed.

```
Document Ready
A4                 Memory 100%
```

2. Press the **Speed-Dial** key.

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

3. Enter the three-digit speed-dial number (000-169) programmed with the telephone number of the receiving fax.

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

4. Press **Start**. If your fax is set to transmit from memory, you 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 on the LCD.

```
S001
A4                  Memory 100%
```

Using a Group Number

When you enter numbers as one-touch or speed-dial numbers, your fax asks you to enter the number of the group to which this fax number belongs. This feature is particularly useful when you fax a document regularly to the same fax numbers.

For example, if you send a report on the 15th of every month to five area managers, you can assign all five fax number to Group 1. On the 15th, simply insert your document and, using the group dial feature, transmit to all five managers with one command.

Your fax allows you to specify up to 32 groups. Any number in your autodialer can be assigned to a group.

To send a group transmission:

1. Insert your document. Adjust the resolution and contrast, if needed.

```
Document Ready
A4                  Memory 100%
```

2. Press the **Group Dial** key.

```
Enter Group No.
G_
```

3. Enter the number of the group to receive your document (0-32).

```
Enter Group No.
G1_
```

   Note: You can send a document to up to ten groups by pressing Group Dial after each group number.

```
Enter Group No.
G3, G7, G9, G_
```

4. Press **Start**.

```
G01
A4                  Memory 100%
```

Using the Handset or Monitor Speaker

1. Insert your document. Adjust the resolution and contrast, if needed.

```
Document Ready
A4                 Memory 100%
```

2. Pick up the handset.

```
        ** Tel Mode **
_
```

3. Dial the remote fax machine's telephone number using the numeric keypad, a one-touch key, or a speed-dial number.

4. Listen for facsimile tones.

5. Press **Start** when the remote fax machine answers.

Note: Your fax cannot automatically redial busy numbers when you attempt to transmit using the telephone handset or monitor speaker.

Delayed Transmission

Delaying your document until after business hours means there's less chance that your fax will contact a machine that's busy, and may also reduce your telephone charges by allowing you to take advantage of lower evening rates.

To use your fax's delayed transmission feature:

1. Insert your document. Adjust the resolution and contrast, if needed.

```
Document Ready
A4                 Memory 100%
```

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

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

3. Press **Enter.** Your fax will tell you that you are about to program a delayed command. The LCD will show the current day and time.

```
Delayed
Enter Time:        15/12:20
```

4. Enter the day of the month and the time you want the fax to transmit your document using the numeric keypad. Use the arrow keys to move to the day and time display. Simply type over the current day and time. Press **Enter.**

```
Delayed
Enter Time :       18/09:30
```

5. Enter the telephone number of the remote fax using the numeric keypad.

```
Enter Fax Number
_
```

6. Press **Start**.

```
┌─────────────────────────────┐
│     ** Reserved **          │
│     Jan 15 95    12:20      │
└─────────────────────────────┘
```

The fax machine is now holding the document in memory until the date you specified. Your fax machine's LCD will display "Reserved" until the delayed command is executed to let you know that a command is pending. Remember, your fax is a multi-tasking unit, so you can still use it as normally.

Note: When you are programming delayed commands, remember that this feature takes up some of your fax machine's memory and will reduce the number of documents it can receive into memory.

Broadcasting

When you use broadcasting, one command sends your document to up to 200 locations. Unlike the group dial feature, broadcasting allows you to transmit to any combination of group numbers, speed-dial numbers, one-touch numbers, and manually entered fax numbers with a single command.

Broadcasting can be delayed to take advantage of late-night phone rates, or started immediately. Your fax allows up to ten delayed broadcast commands.

To broadcast your document to two or more locations:

1. Insert your document. Adjust the resolution and contrast, if needed.

```
┌─────────────────────────────┐
│ Document Ready              │
│ A4              Memory 100% │
└─────────────────────────────┘
```

2. Press the **Broadcast** key. The fax will automatically scan the document into memory, regardless of the **Memory Transmit** setting you choose.

```
┌─────────────────────────────┐
│ Enter Fax Number            │
│ _                           │
└─────────────────────────────┘
```

3. Enter the fax number, one-touch, or speed-dial number. To enter a group number, press **Group Dial** and then the two-digit group dial number. Press **Broadcast** between each number to let your fax know that another number will follow. Do not press **Broadcast** after the last number you enter.

   Note: In the following example, a document will be transmitted to Group 10, speed-dial 010, one-touch key E, and a manually entered fax number.

```
┌─────────────────────────────┐
│ Press Start                 │
│ G10,S010, E, 555-0000_      │
└─────────────────────────────┘
```

4. Press **Start**.

```
┌─────────────────────────────┐
│ G10,S010, E, 555-0000       │
│ A4              Memory 90%  │
└─────────────────────────────┘
```

Delayed Broadcasting

To program a delayed broadcast:

1. Insert your document. Adjust the resolution and contrast, if needed.

```
Document Ready
A4                    Memory 100%
```

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

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

3. Press **Enter**.

```
Delayed
Enter Time :      15/12:20
```

4. Enter the day of the month and the time you want the fax to transmit your document using the numeric keypad. Use the arrow keys to move to the day and time display. Simply type over the current day and time. Press **Enter**.

```
Delayed
Enter Time :      18/09:30
```

5. Enter the first fax number, speed-dial number, one-touch key, or group number. For example, press **Group Dial**, 12.

```
Enter Fax Number
_
```

6. Press the **Broadcast** key. A comma will appear to let you know that the fax is waiting for another number. Enter the next fax number, speed-dial number, one-touch key, or group number.

```
Press Start
G12,_
```

Note: Repeat this step until you've entered all the numbers to which your document will be sent, up to ten numbers.

```
Press Start
G12, S002, 555-0000, A
```

7. Press **Start**.

```
S017,G12,M
A4                    Memory 070%
```

As with all delayed commands, your fax machine's LCD will display "Reserved" until the command has been executed.

Relay Broadcasting

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

In relay broadcasting, your fax sends your document to another Muratec high-volume hub fax machine, such as the F-55, PCF 9, F-56, F-73, F-80 or F-90. 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 broadcasting is a great way to reduce telephone charges. Use your fax machine 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.

To begin a relay broadcast:

1. 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 of the remote fax that will relay your broadcast. You can enter a 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 to begin immediately, go to step 11. To delay the command, press **Communication Options** once.

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

8. Press **Enter.**

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

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

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

9. 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.**

To learn how to print or review your delayed commands, see pages 89–90.

Call Reserve

Your fax machine's call reserve 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. Press **Monitor/Call.** The remote fax machine's telephone will ring after each transmitted page. If someone responds to the call request, your fax will ring several times.

2. Pick up the handset when your fax machine rings. The line will open in a few seconds.

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 remote fax operator to press **Start** before hanging up. When you hear facsimile tones, press **Start** and hang up the handset.

Adding an Electronic Cover Page

Your fax has an optional electronic cover page to give the receiver a little more information about your fax. The date, time, and your TTI and Subscriber ID are automatically included. You can also add a short message (up to 40 characters).

To add a cover page to your transmission:

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

```
Cover Page:            OFF
                Program/Enter
```

2. Press **Program** to tell your fax to add a cover page to every transmission.

```
Cover Page   :       · ON
                Program/Enter
```

3. Press **Enter.**

```
Set Cover Page
        ** Complete **
```

Entering a Cover Page Message

You can enter a message (up to 40 characters) to personalize the cover page. You can enter only one message at a time, so the message you enter will appear on every cover page you send until you change or erase it.

To add a message to the cover page:

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

```
Cover Page; Upper

_
```

2. Use one-touch keys **A** through **Z** to type in your message. You may enter up to 40 characters.

```
Cover Page; Lower
Here is the information_
```

3. Press **Enter.**

```
Enter Cover Page
        ** Complete **
```

You can store only one message in memory at a time. You will need to perform these steps to adapt the message to each separate transmission.

Printing a Cover Page

To print the cover page stored in memory:

1. Press **Program, L, 3.**

```
L3 Print Cover Page
          Program/Enter
```

2. Press **Enter.**

```
Print Cover Page
        ** Printing **
```

PIN Mask

To prevent unauthorized long-distance calls, some office telephone systems require you to enter not only the phone number but also a *personal identification number (PIN)* when you make a call beginning with the number *1.* For example, after dialing *12145550911,* you then might enter a code such as *123456* so that the phone system would put the call on through to your long-distance provider.

If so, you'll probably wish to keep that PIN confidential so that unauthorized users can't simply print out your fax machine's transmission journal, or read a previous TCR, and find your PIN number listed there. Fortunately, your Muratec fax machine has a *PIN mask* feature which makes that possible. You activate this feature by making a soft DIP switch setting.

Note: You can use this feature only when dialing **manually** while **not** using the handset or monitor speaker. You cannot use the PIN mask feature while using the autodialer (*i. e.,* speed-dialing or one-touch dialing). However, you can perform a manual broadcast (see pages 59–60) while using the PIN mask feature.

For information on how to activate your Muratec fax machine's PIN mask feature, see page 101.

Using Your Fax as a Copier

Your fax can make up to 99 copies. For best results, use regular-weight, 20-pound copier (xerographic) paper and do not copy:

- Extremely thin (such as thermal fax paper) or wrinkled pages.
- Documents with staples, glue, correction fluid, tape, or paper clips.
- Pages with duplicating carbon on one side or newspaper pages.
- Post-It Notes.®
- Fabric.

To make one or more copies:

1. Place the document face-down into the machine's document feeder.

   Note: Never place more than 30 pages in the feeder at one time. You can add more as the pages feed through, if necessary.

2. Adjust your document's resolution and contrast, if necessary using the resolution and contrast keys on your control panel.

3. Enter the number of copies (1-99) you want using the numeric keypad. Then press **Copy**.

   Note: Your machine will produce copies at 94% of the original size. (See page 35).

Sorting Multiple Copies

Your fax has a handy sorting feature called Copy Sort to make multiple copying fast and easy. This feature performs the same function as the sort key on many copy machines. For example, if you need three copies of a five-page document, simply turn this feature on and your fax will correlate the pages for you as it copies. All you have to do is separate the complete documents when your fax is finished.

To use the sort feature:

1. Press **Program, J, 2, 8, Enter**

   ```
   Sorting Copy:      Off
                Program/Enter
   ```

2. Press **Program** to tell your fax to sort all multiple copies.

   ```
   Sorting Copy:      On
                Program/Enter
   ```

3. Press **Enter**.

   ```
   Set Sorting Copy
        ** Complete**
   ```

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 100 database files so other Muratec fax machines can retrieve them.

Polling procedures can be protected with a passcode (see page 39). 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.** The file number only pertains to database polling.

```
Polling
File No.:    _
```

3. Press **Enter.**

```
Enter Fax Number
_
```

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

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

```
Enter Fax Number
G1, A, 403-3465
```

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

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

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

6. Press **Enter**.

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

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

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

8. Press **Enter**.

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

9. Press **Start**.

```
G1, A, 403-3465
Receive
```

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, such as the Muratec F-56, F-73, F-80 or F-90.

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, up to ten files.

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

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

4. Press **Enter**.

```
Enter Fax Number
_
```

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

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

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

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

6. Go to step 10 to begin database polling immediately. To delay polling, press the **Communication Options** key.

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

7. Press **Enter**.

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

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

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

9. Press **Enter**.

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

10. Press **Start**.

Store Documents for Polling

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

Documents set for standard polling—whether they are stored in your fax machine's memory or document feeder—can be retrieved by a remote unit just once. Database files are saved in memory until you delete them.

Remember that the optional passcode (see page 39) can be used to protect a document set for polling from unauthorized access.

To save a document for polling:

1. Insert your document into the feeder. Adjust the document's resolution and contrast, if necessary. Use the **Memory Transmit** key to determine if the polling file will be stored in memory.

2. Press **Program, D, 1.**

```
D1 Store Polling Doc
              Program/Enter
```

3. Press **Enter.**

```
Store Polling Doc
File No.  _
```

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

```
Polling Doc
        ** Complete **
```

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
```

3. Press **Enter.**

```
Erase Polling Doc
File No.  _
```

4. Go to step 5 if you are removing a document set for standard polling by any Group 3 fax machine. If you are removing a document stored for database polling by other Muratec-manufactured fax machines, enter the database number.

```
Erase Polling Doc
File No.  45
```

5. Press **Enter**.

```
Polling Doc
      ** Complete **
```

Print a Polling Document

To print a document stored for polling or database polling without erasing it from memory:

1. Press **Program, D, 3.**

```
D3 Print Polling Doc
              Program/Enter
```

2. Press **Enter**.

```
Print Polling Doc
File No.  _
```

3. Go to step 5 if you are printing a document set for standard polling by any Group 3 fax machine. If you are printing a document stored for database polling by other Muratec-manufactured fax machines, enter the database number.

```
Print Polling Doc
File No.       45
```

4. Press **Enter**.

```
Polling Doc
      ** Printing **
```

Autodialer

Your fax stores up to 200 telephone numbers—170 speed-dial numbers and 30 one-touch—in a battery-protected autodialer. For fax or voice calls, the fax 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!403-3465-/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 (see page 33).
- 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 "3465" of the telephone number, and a pause before the last four digits.

A fourth character, a dash and exclamation point combination ("-!"), 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; "-!" will appear on the display. Your fax machine will dial all numbers after this character using touch-tone dialing signals.

Set Speed-Dial Numbers

The 170 speed-dial numbers are accessed by dialing three-digit numbers (000-169) on the numeric keypad. To enter speed-dial numbers:

1. Press **Program, B,** then press **Enter** twice.

```
Enter Speed-Dial No.
000:No Number Stored
```

2. Use the numeric keypad to specify the speed-dial number that you want to enter, or use the arrow keys to scroll through the numbers. Press **Enter.**

```
000:Fax Number
_
```

3. Enter the fax number you want to be assigned to the speed-dial number displayed, in this case 000.

```
000:Fax Number
1-214-403-3465_
```

4. Press **Enter.** The fax prompts you to enter an alternate telephone number, if any. During a transmission or polling operation, your fax machine will try to reach the alternate fax number if the telephone number entered in step 3 is busy. If both lines are busy, the fax machine will try to redial the primary telephone number several times before alerting you that the communication was unsuccessful.

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

```
000:Alt. No.
_
```

5. Press **Enter.** You can now enter the name of the person or business who will receive your fax at this number.

   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.

   Note: You can also access the extended ASCII characters listed on page 26.

```
000:Name     ;Upper
MURATEC_
```

6. Press **Enter.** Your fax asks into which group number you want this fax number to be included, if any. Call groups simplify broadcast transmissions to many remote units, allowing you to enter a single group number for broadcasts up to 200 locations.

```
000:Group No.
_
```

If you want a speed-dial number to belong to more than one group, press **Group Dial.** A comma will appear on the display, prompting you to enter the next group number. It is not necessary to press **Group Dial** after the last group dial number.

```
000:Group No.
5, 12, 20, 32_
```

7. Press **Enter.**

The fax will continue through the speed-dial numbers until you press **Stop.** After a speed-dial number has been entered, you can modify the telephone number, alternate number, name, or group number associated with each speed-dial number by repeating these steps and simply re-entering the information.

Erase Speed-Dial Numbers

Use this feature to delete speed-dial information from your autodialer.

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

```
B2 Erase Speed-Dial
            Program/Enter
```

2. Press **Enter.** Your fax asks which speed-dial number you want to erase. You can either use the arrow keys to scroll through the speed-dial numbers or use the numeric keypad to enter the speed-dial number you want to erase.

```
Enter Speed-Dial No.
000:1-214-403-3465
```

3. Press **Enter.**

```
Erase Speed-Dial
        Check Program/Enter
```

4. Press **Enter.**

```
Erase Speed-Dial
        ** Complete **
```

5. Continue to the next speed-dial number or press **Stop** to return to standby.

Print Speed-Dial Numbers

You'll want to keep a printed list of speed-dial numbers nearby for quick reference. The printed listing includes the speed-dial number, name, telephone and alternate numbers, and the group number.

To print a list of speed-dial numbers:

1. Press **Program, B, 3**.

```
B3 Print Speed-Dial
                 Program/Enter
```

2. Press **Enter**.

```
Print Speed-Dial
       ** Printing **
```

Entering One-Touch Keys

The 30 one-touch keys available in your fax are labeled **A** through **Z** and include **I** through **IV**. You can access them by simply pressing the corresponding key on the alphabetic keypad.

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

Keys **I** through **IV** perform the same function as keys **A** through **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 most-used fax commands—like SecureMail transmission, database polling, and others—to recall later at the touch of a single key.

1. Press **Program, Enter**.

```
A1 Enter One-Touch
                 Program/Enter
```

2. Press **Enter**. Your fax asks which one-touch key you want to program. Select a key by simply pressing it.

```
Select One-Touch No.
P:No Number Stored
```

3. Press **Enter**.

```
P:Fax Number
_
```

4. Enter the fax number you want to assign to the one-touch key using the numeric keypad. You can include up to 40 characters, including the special dialing characters.

```
P:Fax Number
1-214-403-3465_
```

5. Press **Enter**. Your fax asks you for an alternate number, if any. During a transmission or polling operation, your fax machine will try to reach the alternate fax number if the telephone number entered in step 4 is busy. If both lines are busy, the fax machine will try to redial the primary telephone number several times before alerting you that the communication was unsuccessful.

    Note: Your fax offers ten optional alternate numbers for the one-touch and speed-dial numbers you enter. After you have entered an alternate number for a total of ten one-touch and/or speed-dial numbers, your fax will no longer offer this option.

    ```
    P:Alt. No.

    _
    ```

6. Press **Enter**. You can now enter the name to be assigned to the one-touch key.

   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.

    ```
    P:Name      ;Upper
    MURATEC_
    ```

7. Press **Enter**. Your fax asks into which group number you want this fax number to be included, if any. Call groups simplify broadcast transmissions to many remote units, allowing you to enter a single group number for broadcasts up to 200 locations.

    ```
    P:Group No.

    _
    ```

    Note: If you want a one-touch key to belong to more than one group, press **Group Dial**. A comma will appear on the display, prompting you to enter the next group number. It is not necessary to press **Group Dial** after the last group dial number.

    ```
    P:Group No.
    5, 12, 20, 32_
    ```

8. Press **Enter**.

    The fax will continue through the one touch numbers until you press **Stop**. You can edit any of the information programmed into the one-touch keys by repeating this process and retyping the information.

Erasing One-Touch Keys

To erase one-touch keys:

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

    ```
    A2 Erase One-Touch
                Program/Enter
    ```

2. Press **Enter.** The fax asks which number you want to erase.

```
Select One-Touch No.
P:1-214-403-3465
```

3. Select the number you want to erase by typing the speed-dial number using the numeric keypad or by scrolling through the numbers using the arrow keys. Press **Enter.**

```
Erase One-Touch
          Check Program/Enter
```

4. Press **Enter,** then press **Stop** to return to standby.

```
Erase One-Touch
          ** Complete **
```

Printing One-Touch Keys

To print a list of one-touch keys for easy reference:

1. Press **Program, A, 3.**

```
A3 Print One-Touch
                Program/Enter
```

2. Press **Enter.**

```
Print One-Touch
          ** Printing **
```

Programmable One-Touch 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 74 for information on programming these keys for use as simple one-touch keys.

Use this setting 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

To program a one-touch key for delayed transmissions:

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

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

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

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

3. Press **Enter**.

```
L: Fax Number
_
```

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.**

```
L: Fax Number
403-3465_
```

5. Press **Communication Options** once while the telephone number is still displayed.

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

6. Press **Enter**.

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

7. 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 your 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. Press **Enter**.

```
L: Fax Number
403-3465_
```

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

```
Select One-Touch No.
M: No Number Stored
```

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

Delayed Broadcasting

To program a one-touch key for delayed broadcasting:

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

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

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

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

3. Press **Enter**.

```
L: Fax Number
_
```

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

```
L: Fax Number
403-3465, A, G32_
```

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

5. Press **Communication Options** once.

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

6. Press **Enter**.

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

7. Enter the time for the delayed command. You can instruct your fax to complete the command in one of three ways. See step 7 on page 77 for examples.

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

8. Press **Enter**.

```
L: Fax Number
403-3465, A, G32_
```

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

```
Select One-Touch No.
M: No Number Stored
```

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

SecureMail

To program a one-touch key for SecureMail transmissions:

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

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

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

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

3. Press **Enter**.

```
L: Fax Number
_
```

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

```
L: Fax Number
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. Press **Enter**.

```
S.Mail Tx
S.Mail No.          5_
```

8. Enter the number of the remote fax. **Do not 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 77 for examples.

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

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

```
L: Fax Number
S027_
```

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

```
Select One-Touch No.
M: No Number Stored
```

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

Relay Broadcasting

To program a one-touch key for relay broadcasting:

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

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

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

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

3. Press **Enter.**

```
L: Fax Number
_
```

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

```
L: Fax Number
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 broadcasting. Your document will be sent to the members of the remote fax machine's call group.

```
Relay Tx
Group No.             32
```

8. Press **Enter**.

```
L: Fax Number
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 77 for examples.

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

12. Press **Enter**.

```
L: Fax Number
S110_
```

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

```
Select One-Touch No.
M: No Number Stored
```

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

Polling, Group Polling, and Database Polling

To program a one-touch key for polling, group polling, or database polling:

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

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

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

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

3. Press **Enter.**

```
L: Fax Number
_
```

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

```
L: Fax Number
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. Press **Enter** if you are entering a standard polling command. If you are entering a database polling command, enter the file number or numbers to be retrieved. Then 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, page 77).

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

11. Press **Enter.**

```
L: Fax Number
S037, B, G32_
```

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

```
Select One-Touch No.
M: No Number Stored
```

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

Erase Programmable 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: One-Touch Stored
```

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 Programmable One-Touch Keys

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

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

```
Print P One-Touch
            Program/Enter
```

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

```
Print P One-Touch
        ** Printing **
```

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 a four-digit access code selected by the mailbox holder. Your fax offers up to ten SecureMail mailboxes.

When a SecureMail message is received, your fax will print a message alerting the intended recipient of its arrival. Your fax is initially set to store SecureMail document for 72 hours. If the document is not retrieved within 72 hours, the message will automatically be erased from memory. Your can instruct your fax to store a SecureMail message for up to 31 days (see page 85 for more information).

Set SecureMail Boxes

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

To set up your SecureMail mailbox:

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

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

2. Press **Enter.**

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

3. Enter the number you want to assign to your SecureMail box (0-9).

```
Set SecureMail Box
S Mail No.:        1_
```

4. Press **Enter.**

```
S Mail No.:        1
Enter I.D. Code:0000
```

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

6. Type in your name using the alphabetic keypad. You can 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.

```
1:Name    ;Lower
B. Brown_
```

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

```
S Mail No.:     1
Enter I.D. Code:1234
```

8. Press **Enter**.

```
S Mail No.:     1
        ** Complete **
```

Print a SecureMail List

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

To print a SecureMail list:

1. Press **Program, E, 2**.

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

2. Press **Enter**.

```
Print S Mail List
        ** Printing **
```

SecureMail Storage

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

Important: This setting affects all SecureMail mailboxes.

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 fax to hold SecureMail documents. If you are instructing your fax to hold SecureMail documents for less than ten days, be sure to enter two-digit numbers: 05, 09, etc.

```
S Mail Hold Time
Hold Time(1-31):10
```

4. Press **Enter**.

```
S Mail Hold Time
        ** Complete **
```

Transmit SecureMail

The SecureMail documents you send to Muratec F-38, F-56, F-72, F-73, F-75, F-80 and F-90 fax machines can be stored in memory for up to 31 days. Documents sent to F-50, F-55 and PCF 9 fax machines are stored for 72 hours. F-45, PCF 7, M1750 and M1800 fax machines store SecureMail documents for 24 hours.

To send a SecureMail transmission:

1. 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** twice.

```
2. S Mail Tx
        Comm. Option/Enter
```

3. Press **Enter**.

```
S Mail Tx
S Mail No.        _
```

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

```
S Mail Tx
S Mail No.        7_
```

5. Press **Enter**.

```
Enter Fax Number
_
```

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

```
Press Start Key
S125
```

7. Press **Start** to begin the SecureMail transmission immediately. To delay the transmission to take advantage of after-hours telephone rates, press the **Communication Options** key once.

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

8. Press **Enter.**

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

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

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

10. Press **Enter.**

```
Press Start Key
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 95  12:34
```

Note: To review your delayed commands, see page 90.

Print SecureMail

To print the SecureMail documents held in your SecureMail box:

1. Press **Program, E, 3.**

```
E3 Print SecureMail
              Program/Enter
```

2. Press **Enter.**

```
Print SecureMail
S Mail No.:          _
```

3. Enter your SecureMail mailbox number. Press **Enter**.

```
Print SecureMail
S Mail No.:      1_
```

4. Enter your SecureMail access code.

```
Print Securemail
Enter I.D. Code:1234
```

5. Press **Enter**.

```
Print SecureMail
     ** Printing **
```

Delayed Commands

Your fax can store up to ten delayed commands for unattended fax communications. You can program the command to take place at any time—even up to 31 days later. Simply set a document in the feeder for transmission when you specify, or scan it into memory so it's kept out of sight. The following commands allow you to view a printed schedule of the delayed commands in memory, print out a document you've stored for delayed transmission, and erase a delayed command from memory.

Storing Delayed Commands

Delaying your document transmission until after business hours means it's less likely that your fax will contact a busy machine, and allows you to take advantage of after-hours telephone rates.

Your fax uses a built-in calendar to carry out your delayed commands. When you program a delayed command, you enter the day only, not the month. Because the month of the delayed command is not programmed, pay special attention when you store a delayed command for exactly one month in advance (*e.g.,* May 25 to June 25).

For example, on May 25 at 7:55 you program a delayed command to take place on June 25 at 8:00. At the "Enter Time" prompt you enter 25/8:00. In this special case, your fax will transmit five minutes after you entered the command.

```
Delayed
Enter Time :      25/08:00
```

Because you want the command to take place one month from the current date, you should instead program the command to occur at a time earlier than the present time.

```
Delayed
Enter Time :      25/07:30
```

Since 7:30 is earlier than the present time (7:55), your fax will hold the command in memory for one month, then execute it as instructed. Remember, this special case applies only to delayed commands occurring on a calendar day that's the same as the present calendar day.

Print Commands

To print a list of the delayed commands programmed into your fax:

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

```
F1 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.

```
Print Commands
        ** Printing **
```

Review Commands on the Display

1. Press the **Review Commands** key twice to view a brief description of the delayed commands programmed into your fax.

```
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 of the delayed command.

3. Continue to press **Review Commands** to review a brief description of all delayed commands entered in your fax.

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

Print a Stored Document

To print a document stored in memory for a delayed transmission without erasing it from memory:

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

```
F2 Print Stored Doc.
              Program/Enter
```

2. Press **Enter.**

```
Print Stored Doc.
Command No. : _
```

3. Enter the number of the command for the document you need using the keypad. Refer to a printed list of your delayed commands (See "Print Commands"), if needed.

```
Print Stored Doc
Command No. : 1_
```

4. Press **Enter.**

```
Print Stored Doc.
       ** Printing **
```

Delete Command

1. Press **Review Commands** twice to delete a delayed command.

```
2 Confirm Commands
              Review/Enter
```

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

```
26, 23:59    Muratec
             Review/Cancel
```

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

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

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

4. Press **Cancel.**

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

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

```
28, 13:27    ABC Co.
       ** Complete **
```

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 in line to be sent after the current communication is complete.

Pending commands are created whenever you enter a transmission or polling command and the fax machine can't begin your command immediately.

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.

Others in your office can scan in their documents as well, so it is possible to have several pending commands at once.

1. Press **Review Commands** once to review pending commands.

```
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 commands before your fax attempts them.

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

```
Ready 000,    Muratec
              Review/Cancel
```

4. Press **Cancel**.

```
Ready 000,    Muratec
Check         Review/Cancel
```

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

Check Confirmation Report Status

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

A user setting (see page 30) 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. Press **Review Commands** three times to see if a confirmation report will be printed after the next transmission.

```
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. 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 30.

Confirm Transmission Result

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

If you forget to ask for a report or if someone accidentally takes your copy, your fax can print a spare.

To print a confirmation report for a transmission that's already taken place:

1. Press **Review Commands** four times.

```
4 Confirm Result
                Review/Enter
```

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

```
9-403-3400
Ok              Review/Enter
```

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

```
Muratec
                Review/Enter
```

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

```
Confirm Result
        ** Printing **
```

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.

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

Because the Activity Journal breaks down your fax communication, it can help you keep accurate records. With it, you can track calls, evaluate patterns of use, and identify communications billable to clients or vendors.

To instruct your fax to print an Activity Journal after 25 transactions:

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

```
G1 Journal  On/Off
                Program/Enter
```

2. Press **Enter.**

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

3. Press **Program** to turn this feature on.

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

4. Press **Enter.**

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

To instruct your fax to print immediately:

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

```
G2 Print Journal
                Program/Enter
```

2. Press **Enter.**

```
Print Journal
        ** Printing **
```

Journal Information

Your fax machine's Activity Journal contains the following information:

1. **Period**—Records the start and end of the time period covered by the Activity Journal. The Activity Journal is printed manually or after 25 transmissions and/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 reception 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:(Transmission)/From:(Reception)**—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 into 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**—Shows the day and time a fax was sent or received. The format is day, time. For example, 6,13:21 means the fax was received or sent on the 6th day of the month at 1:21 pm. The month is noted at the top of the report.

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. This entry helps you keep track of phone costs.

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 44) is not active, this column will show "0000."

9. **Result**—Shows the outcome of a transmission or reception. If an error occurred, the error code is listed here.

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

Muratec   Fax:1-214-555-1111

** Transmit Journal **
(1)   Apr 2 '95 – Apr 3 '95

No.	To:	Mode	Start	Time	Page	Code	Result	Note
001	Muratec SE Ofc.	NORMAL	2, 18:18	2'15"	3	0047	* OK	
002	ABC Company	FINE	2, 20:30	5'30"	5	0001	* OK	
003	Muratec Paris	NORMAL	2, 22:00	6'57"	9	0003	* OK	
004	Carr Studio	FINE	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	

(2)   (3)   (4) (5) (6) (7) (8) (9) (10)

Missing or Incorrect "To/From" Data

If the "To:" or "From:" column does not record the telephone number or business name you expected to see:

1. There may not be one programmed at the remote unit. The telephone number and TTI are optional on most units and may not have been programmed by the operator of the remote fax. Communication with these units will record a G3 or G2 on your journal, showing that your were communicating with a Group 3 or Group 2 fax.

2. Since these fields are optional, users can enter any information they want into them—even blank spaces. It is possible that the Subscriber ID entered by the remote operator, for example, is not the same number your unit dialed to send the fax.

3. Many new home and small-office fax machines do not offer a programmable telephone number or TTI. Communication with these units will record a G3 on your journal, showing that 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 print an error message, showing that 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 standard for Subscriber ID and TTI data. In these cases, information appearing in the "To:" or "From:" column can be garbled and unreadable.

Software Switches

You can gain access to certain special features in your fax by setting soft DIP ("dual in-line package") switches—on/off switches in the fax's "brain."

Note: Be careful! An incorrect DIP switch setting can change, or even prevent, proper fax operation. If you think you have made an incorrect setting, call your authorized Muratec dealer. You can also clear all settings (see page 45) to instantly return all DIP switches to their factory settings, but this deletes all user information—like your TTI, Subscriber ID, and autodialer entries—from your fax machine's memory.

Add to Document Length for TTI

Your fax includes a special feature that serves as a courtesy to the owners of other plain-paper faxes. The TTI normally adds extra length to a transmitted page. This is not a concern for users of fax machines which print on a paper roll; and many plain-paper fax machines automatically reduce incoming fax pages to accommodate this. However, some plain-paper fax machines will print an extra, blank (or nearly blank) page due to the presence of the transmitting fax's TTI. To prevent this, your fax normally deletes the top 1/8 inch of your document (which, for a typical document, is only blank space) and transmits, instead, your TTI and Subscriber ID. If you wish to cancel this feature, use the setting below.

Note: Remember that cancelling this feature may cause other 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, Enter.**

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

4. Press the right arrow 6 times.

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

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

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

6. Press **Enter.**

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

To return to the factory setting, enter a "1" in step 5.

Unlimited Page Length: Transmission

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

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

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

2. Press **Enter.**

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

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

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

4. Press the right arrow key 7 times.

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

5. Enter a "0" using the numeric keypad.

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

6. Press **Enter.**

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

To return to the factory setting, enter a "1" in step 5.

Tracking Fax Use

Your fax provides a handy way of keeping track of fax use. You can customize the activity journal to show the number of:

*   Documents scanned.
    An "S:" appears next to the number of pages that have passed through the scanner, including pages transmitted from the feeder and from memory.

*   Documents sent.
    A "T:" records the number of pages sent.

*   Pages printed.
    A "P:" appears next to the number of pages printed, including transmissions, copies, Activity Journals, and confirmation reports.

Keep in mind that these numbers will reset to zero when you clear your machine's memory or when 5,000 pages have been counted.

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

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

2. Press **Enter.**

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

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

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

4. Press the right arrow key 3 times.

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

5. Enter a "1" using the numeric keypad.

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

6. Press **Enter.**

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

To return to the factory setting, enter a "0" in step 5.

Automatic Erase: Polling Documents

When you scan a polling document into memory, your fax is initially set to hold the document until you either manually erase it or scan another polling document into memory. This is especially convenient for documents that will be polled by more than one remote fax, since the document only needs to be scanned once. If you need the extra memory, however, you can program your fax to automatically erase the document after it is polled.

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

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

2. Press **Enter.**

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

3. Press **I, 3, Enter.**

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

4. Press the right arrow key 5 times.

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

5. Enter a "0" using the numeric keypad.

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

6. Press **Enter**.

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

To return to the factory setting, enter a "1" in step 5.

Set Scanner Width

Your fax machine accepts original documents up to 11 inches wide and is initially set to scan the center 9.9 inches of these wide documents. You can, however, increase this scanning width to 10.1 inches. Increasing the scan width can increase the time needed to send certain documents.

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

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

2. Press **Enter**.

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

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

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

4. Press the right arrow key 6 times.

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

5. Enter a "1" using the numeric keypad.

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

6. Press **Enter**.

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

To return to the factory setting, enter a "0" in step 5.

Activate PIN Mask

As mentioned on page 64, your Muratec fax machine has a PIN mask feature. This allows you to dial the regular fax number, plus a code number which your office's telephone system may require for long-distance calls, without that code number appearing in a journal, check message, command list or TCR — where an unauthorized user might see it. The PIN may be up to 10 digits in length. To activate the PIN mask feature:

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

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

2. Press **Enter.**

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

3. Press **Program.**

```
A1:     00000010
              Program/Enter
```

4. Press **Enter.**

```
Set Memory Switch
A1:     00000010
```

5. Press the right arrow key 5 times.

```
Set Memory Switch
A1:     00000010
```

6. Enter a "1" using the numeric keypad.

```
Set Memory Switch
A1:     00000110
```

7. Press **Enter.**

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

When you have activated the PIN mask feature, you use the * ("star") key to separate the fax number from the PIN, which always goes last. For example, to dial *12145550911* with a PIN of "123456," enter *12145550911*123456.* The journal, check message, command list and TCR will "mask" the PIN; *i. e.,* none of these will show the PIN when printed.

You can use this feature only when dialing **manually** while **not** using the handset or monitor speaker. You cannot use the PIN mask feature when using the autodialer (*i. e.,* speed-dialing or one-touch dialing). However, you **can** perform a manual broadcast (see pages 59–60) while using this feature.

Note: If you perform a manual broadcast, enter the PIN after only the **first** fax number you dial. For example: if your PIN is *22,* you might enter *12145550000*22, 12145551111, 12145552222* and *12145553333.* Your fax automatically will add the first fax number's PIN, "22," to each subsequent fax number when it actually dials that number.

To return to the factory setting, enter a "0" in step 5.

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.

When your fax alerts you that there has been a paper jam, be sure to check each of the following sections. The Alarm light will stay lit and the LCD will continue to display the error until you've checked each section.

Scanner Section

1. Press the front cover release (on the right side of your fax above the one-touch keypad) and open the front cover of your fax.
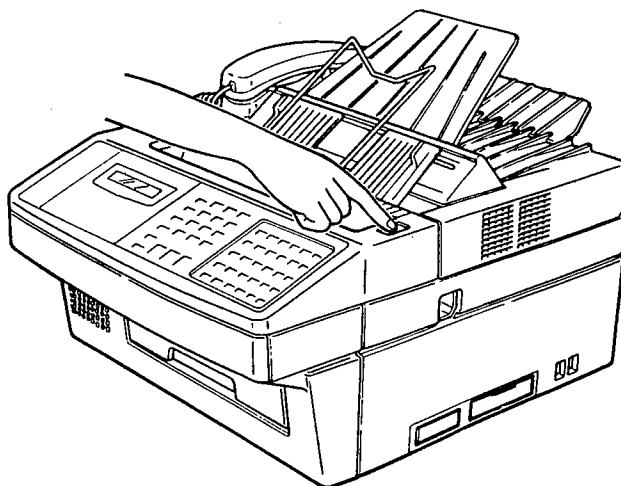
2. Carefully pull your original document out of the fax. Do not try to retransmit wrinkled or torn documents.
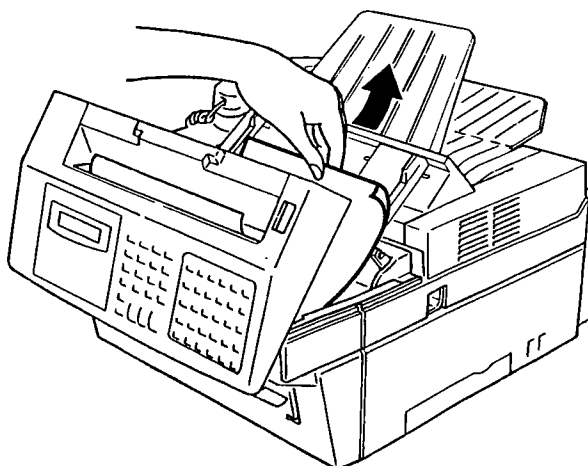
3. Close the front cover.

Paper Exit

Please note:

Any documents you've received or scanned into memory will be lost when you turn off the power. Be sure that you have nothing important in memory before turning off your fax machine.

1. Turn your fax machine off, then press the top cover release, located on the right side of your fax, to open the top cover.
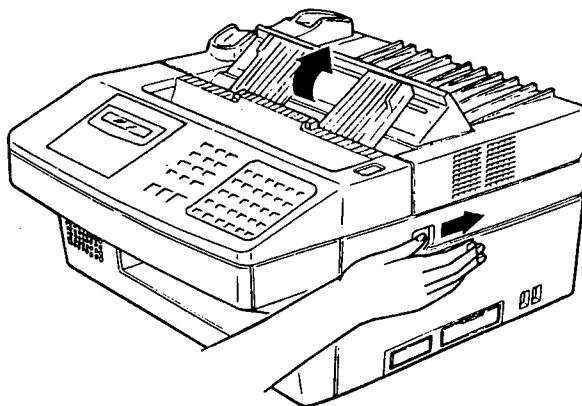
2. Pull the jammed paper out of your fax carefully. Do not try to pull the paper through your fax machine's document exit.
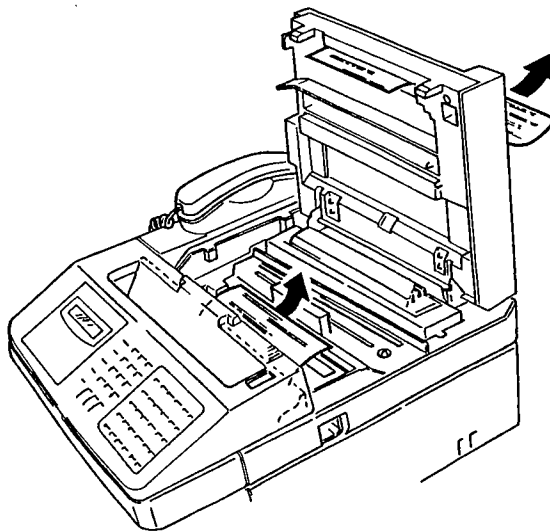
3. Close the top cover, pressing firmly.

4. Turn your fax machine on.

Paper Feed

1. Open the rear cover of your fax.
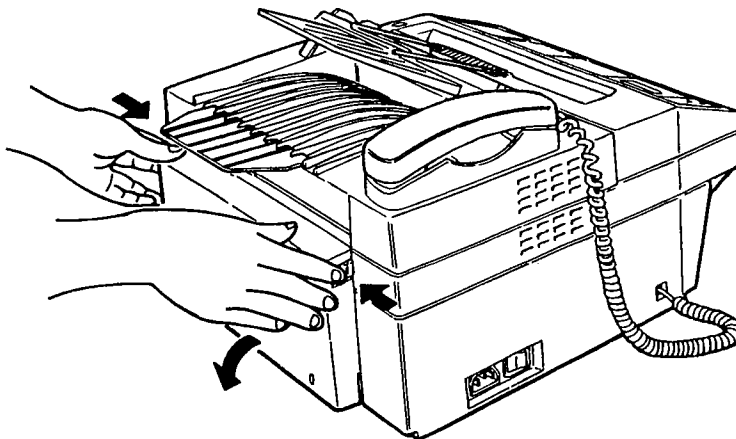
2. Remove the jammed paper from the rollers carefully. If the paper can't be easily removed, open the top cover and gently pull the paper out of your fax.
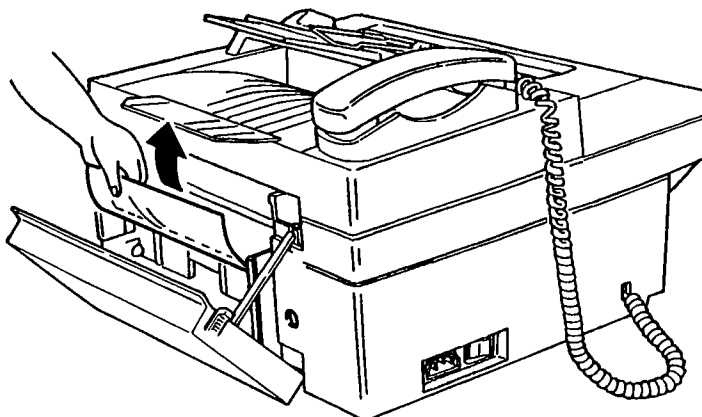
3. Close the rear cover.

4. Turn your fax machine on.

Transport Section

1. Turn your fax machine off.

2. Open your fax machine's top cover.

Please note:

Any documents you've received or scanned into memory will be lost when you turn off the power. Be sure that you have nothing important in memory before turning off your fax machine.
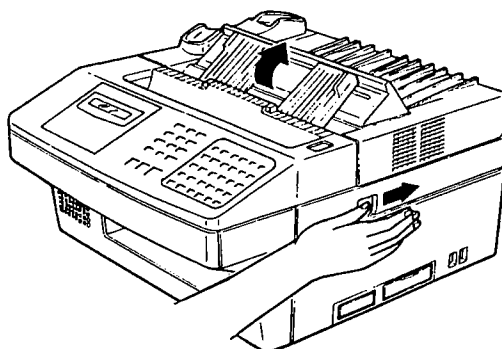
Important: Any time you open the top cover to remove a paper jam, take care not to touch the fusing unit. The unit works at a very high temperature.

3. Remove the developer and drum unit. Set them aside on a flat surface out of direct sunlight.
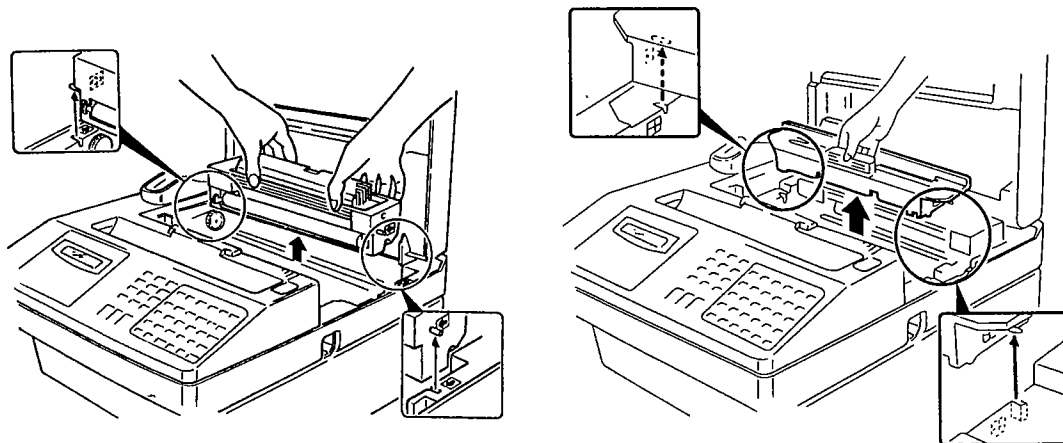
4. Remove the jammed paper.
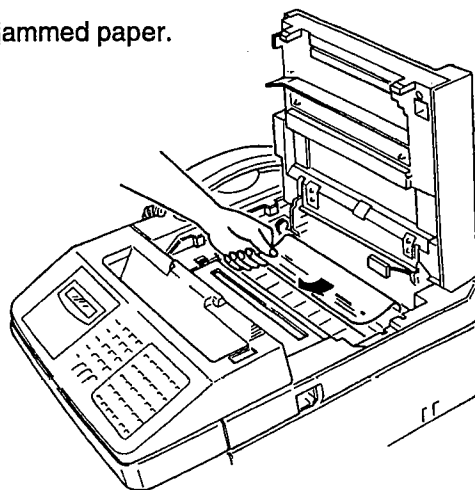
5. Replace the developer and drum unit.
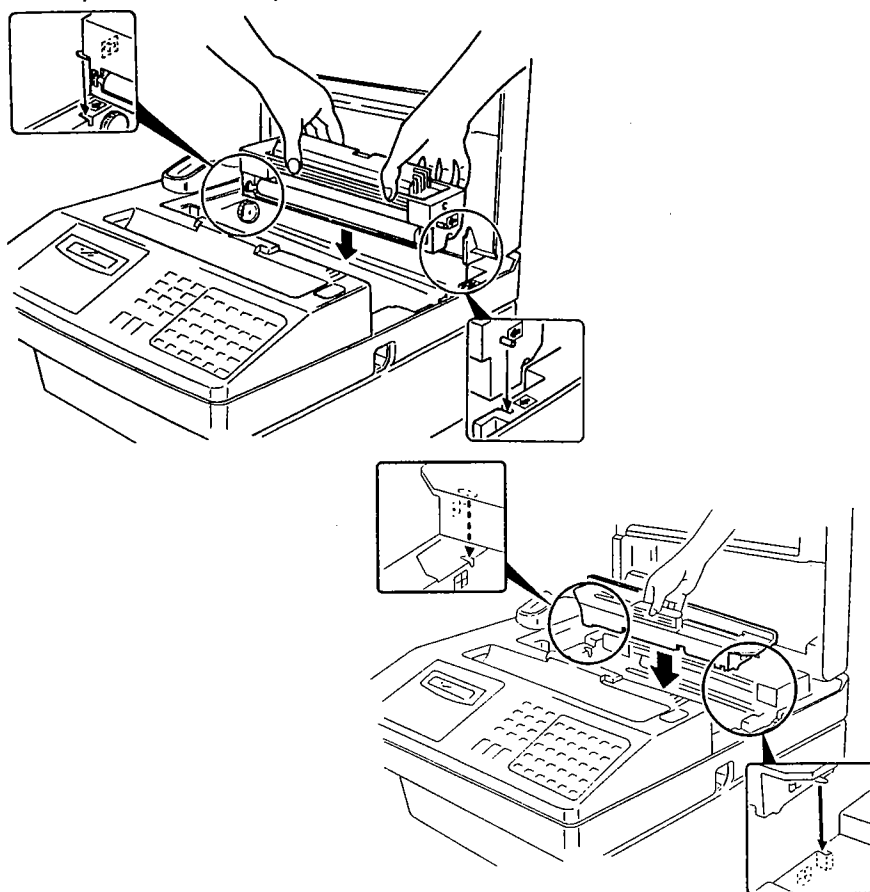
6. Close the top cover firmly.

7. Turn your fax machine 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 **Stop** to delete all pages, even those scanned earlier for different commands, from memory.

Memory Overflow, Start or Cancel. You tried to enter more pages for a transmission or polling from memory than your fax could store. Press **Start** to transmit as many pages as possible; or press **Cancel** to clear the document from memory.

Memory Overflow, Copy or Cancel. You tried to scan too many pages to be copied into memory. Press **Start** to print the pages that are already stored; or press **Cancel** to clear the document from memory. Breaking your document into smaller batches will help you avoid this error.

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

All Commands In Use. You fax machine has ten delayed commands stored in memory and cannot accept another delayed command. You can delete an existing command using the **Review Commands** key or you can wait for your fax to complete a delayed command or redial process, freeing delayed command memory for your use.

Too Many Characters. 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 ten 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 Number. The key that you pressed cannot be used for the operation you are attempting.

Call For Service. You have a problem with one of your fax machine's internal components. Call your sales representative for help.

Please Wait. Your fax machine's printer is either warming up or busy. Please wait until the fax is finished printing and try your command or operation again.

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.

Scanner In Use. The command you are trying to enter requires the use of the scanner, which is already in use. Wait for the fax to complete the scan, then try 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 or has not been closed securely. Please close it.

Close Scanner Cover. The front access cover is open or has not been closed securely. Please close it.

Close Rear Cover. The rear cover is open or has not been closed securely. Please close it.

Close Cassette. The paper cassette to your fax machine is open or has not been closed securely. 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.

Check Toner Level. Your fax is almost out of toner. Press **Stop** to clear the message. Be sure to have a new toner cartridge on hand to replace the empty cartridge.

No Drum. The drum unit is missing or has not been properly installed in your fax. Please set the developer in properly. See the installation instructions for instructions.

Please Replace Drum. Your drum unit no longer functions. Please replace it.

Check Drum Life. Your drum will need to be replaced soon. Press **Stop** to clear the message. Be sure to keep a new drum on hand.

No Developer. The developer unit is missing or has not been properly installed in your fax. Please set the developer in properly. See the installation instructions for instructions.

Replace Developer. Your developer unit no longer functions. Please replace it.

Developer Near End. Your developer will need to be replaced soon. Press **Stop** to clear the message. Be sure to keep a new developer on hand.

Please Supply Toner. Your fax is out of toner. Please replace the toner cartridge. You will not be able to print until you do.

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 102 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 has no delayed commands in memory.

No Command. You have tried to review upcoming commands using the **Review Commands** key, but your fax machine does not have any commands stored in memory.

Copy Off. Your tried to use your fax machine to make a copy, but the unit's copy protect feature (see page 37) 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. (0-32). You tried to enter a call group number greater than 32. Your fax machine offers 32 groups, numbered 0 to 32. Select the call group you need and re-enter its number.

Enter No. (0-99). 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 0 to 99. Select the number of the file you need and re-enter it.

Check # of Pages. You placed fewer pages into the document feeder than indicated in the "Set # of Pages" user setting (see page 54). Carefully count the number of pages in your document and try the transmission again.

One-Touch 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 which is 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.1.4.—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 or because your fax encountered a close network. Call the remote operator.

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.4.4.—Poor line conditions prevented transmission. Try the call again.

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

R.1.1—The calling unit did not respond 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.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.3.3.—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.3.5.—Poor line conditions prevented reception.

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.

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.5.2 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 8 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.

> **Please note:**
>
> Any documents you've received or scanned into memory will be lost when you turn off the power. Be sure that you have nothing important in memory before turning off your fax machine.

Cleaning the Image Sensor

If you find your fax recipients complaining that the faxes you send are streaked, the glass surface of your fax machine's contact image sensor may be dirty.

To clean the image sensor:

1. Open the front cover of your fax.
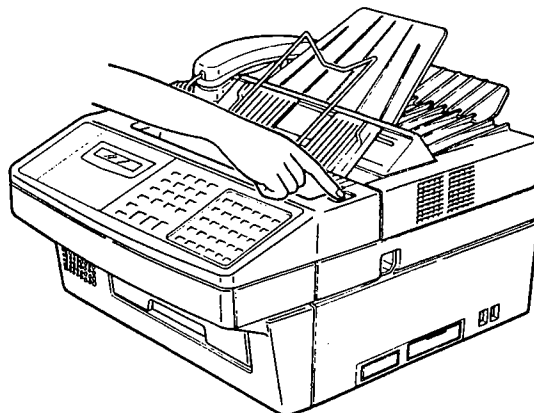
2. Use a soft, lint-free cloth to clean the surface of the contact image sensor.
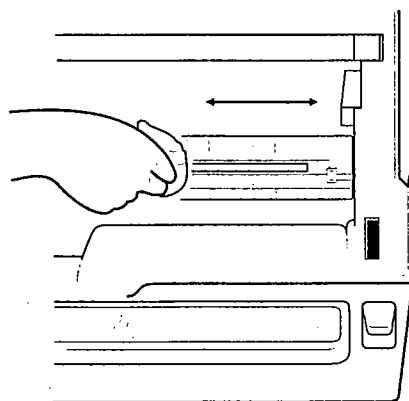
3. Close the front cover. You'll hear a click when it's in place.

Cleaning the Printer Components

Occasionally, toner will collect on your fax machine's LED lights and on the transfer and drum units. This can interfere with the quality of your printed pages. To clean these areas:

1. Open the top cover of your fax.
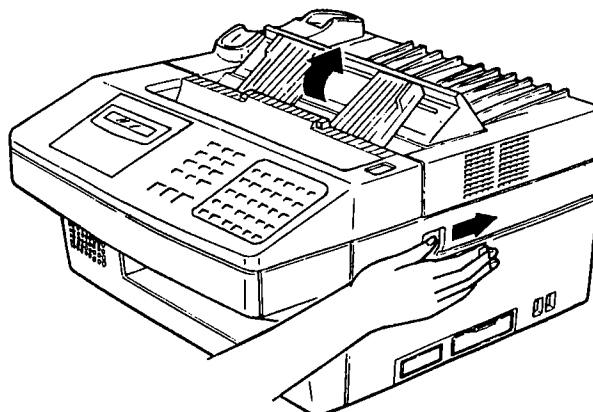
2. Remove the developer and drum unit; set them aside.
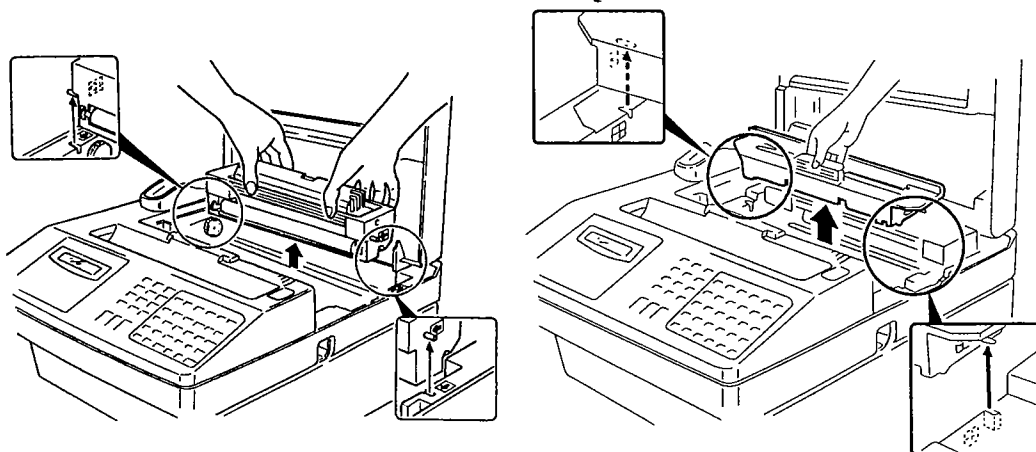
3. Using a soft, lint-free cloth, gently brush any excess toner from the LED lights inside of your fax.
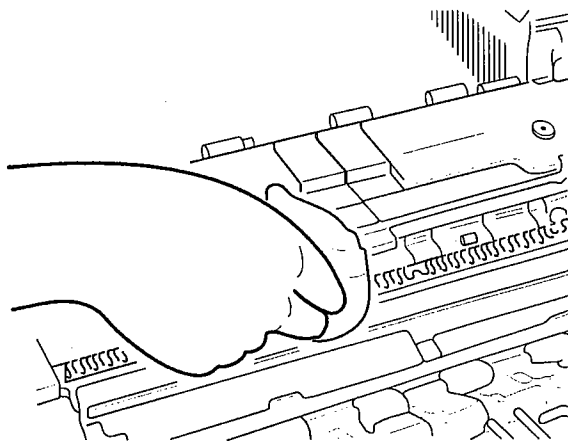
4. Take the process cleaner from its slot in the inside top cover of your fax. You'll find it in the upper right corner.

5. Lift the transfer unit out of your fax carefully. Using the cloth, brush any excess toner from the outside of the transfer unit. Be careful not to touch the transfer unit's wires with your fingers.
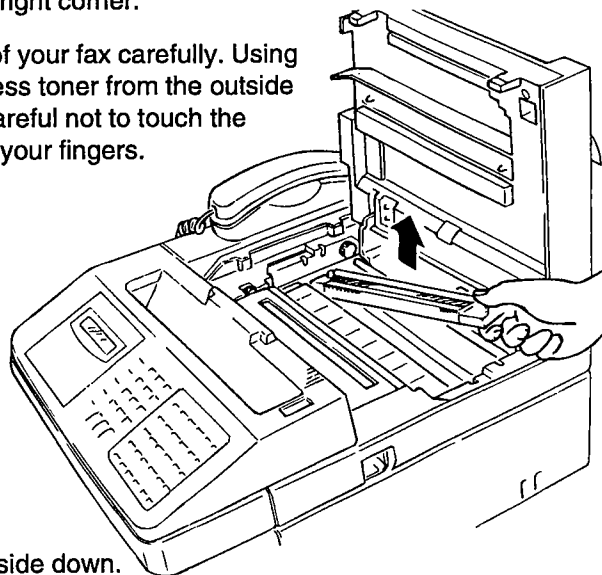
6. Turn the transfer unit upside down.

7. Hold the process cleaner so that the narrow sponge is on the bottom. Insert the process cleaner into the slot in the transfer unit.
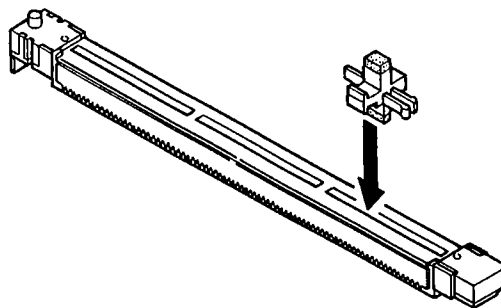
8. Slide the process cleaner gently from side to side to pick up excess toner. **Do not press down on the process cleaner.** The wires in the transfer unit are delicate.
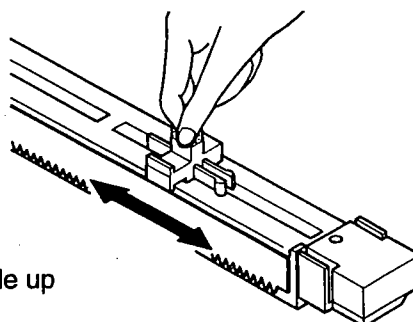
9. Turn the transfer unit right-side up and set it back into your fax.
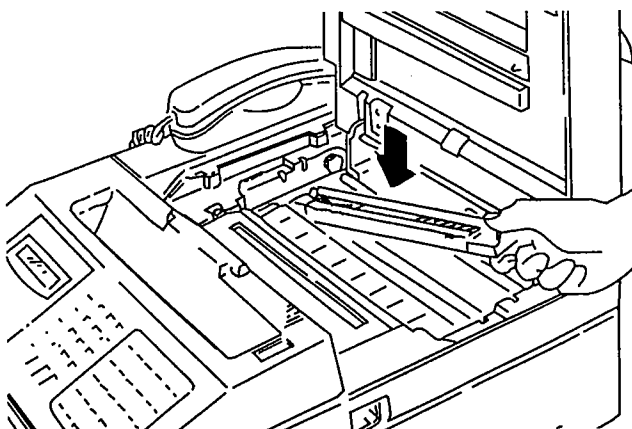
10. Set the developer back into your fax.
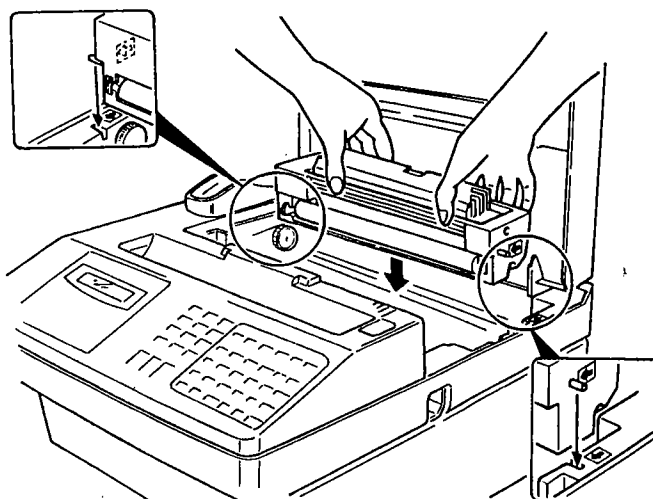
11. Pick up the drum unit and insert the process cleaner (with the larger sponge down) into the slot in the top of the unit.
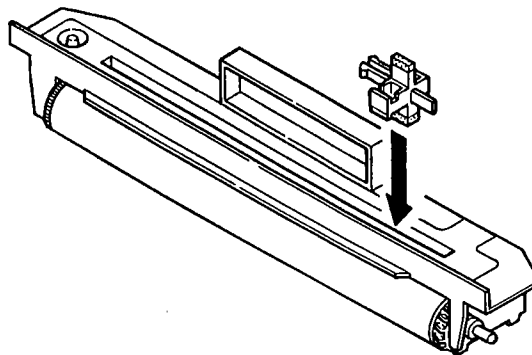
12. Slide the process cleaner from side to side gently.
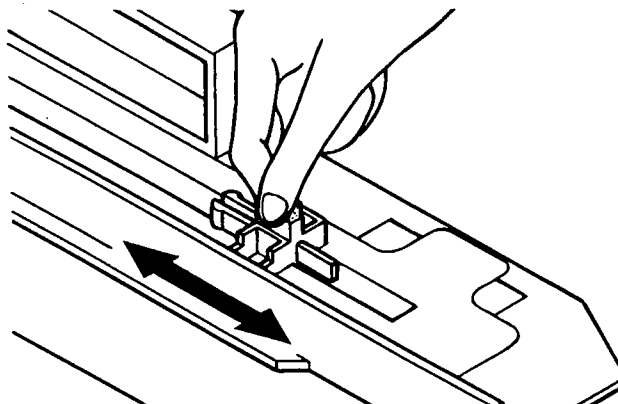
13. Set the drum unit back into your fax.
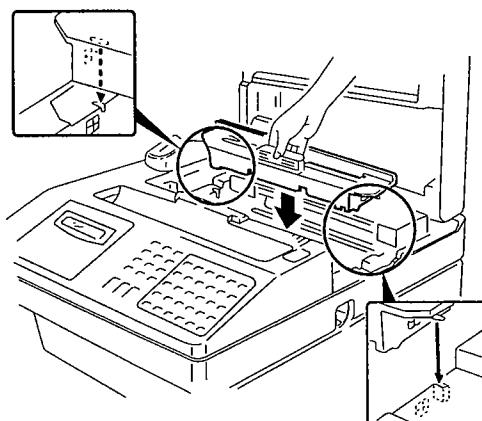
14. Set the process cleaner back into its slot.

15. Close the top cover of your fax.
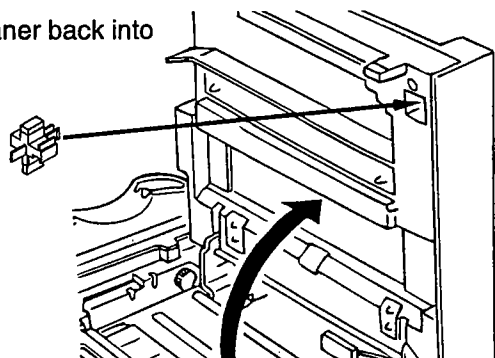
Service Questions

If you have questions about your fax or its use, call Muratec's Customer Support Center at **1-214-403-3350.**

Muratec customer-support personnel are available from 8:30 AM to 5:00 PM (Central time) Monday through Friday, excluding holidays, to resolve any questions not answered in these operating instructions.

When you call, have your fax machine's serial number ready for the service technician. 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.

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 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.

Q: Every time I try to make a test copy, the paper jams in my machine. What could be wrong?

A: Are you using the right kind of paper? We recommend 20-pound copier paper. If the paper is too thin, it can wrinkle and tear inside your fax.

If you are using the right kind of paper, try "fanning" the paper as you take it out of the ream. This helps to separate any the pages and prevent a paper jam.

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 **Phone2** 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 **Phone2** 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 ten seconds, if possible (see page 50).

Here is a suggested message you can modify to your own need:

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.

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 "Being 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 48).

First check to make sure your answering device is connected to the **Phone2** jack and the fax is set in the "Ans/Fax Ready" mode. If your outgoing message is more than ten seconds long and if you have your answering device set to answer after more than two rings, it's likely the transmitting fax will "time out" before it hears tones from your machine.

To ensure that you receive fax transmissions, change your outgoing message so it is fewer than ten seconds long and set your answering machine to answer after two rings. Both measures will help to cut down on this disconnect time.

Q: I have an answering machine connected to my fax. My fax is set to answer after two 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'm trying to adjust some of my user settings, but I can't access the first nine settings by pressing "J" and the number of the setting. Why is this?

A: Since the User Settings option has more than ten settings, your fax is very particular about how you specify which setting you want to change. Each setting must be identified with its **two-digit** number. For example, to set your phone type, you'll need to press **Program, J, 0, 1.** If you press **Program, J, 1,** your fax will simply wait for you to enter the second number.

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 9.9 inches to 10.1 inches. See page 100 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 11).

Transmission

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

A: Your F-82 fax can transmit at 9600 bps; your F-92 fax can transmit at 14,400 bps, the fastest transmission possible for a Group 3 fax machine. Sometimes, however, your must slow down to compensate for poor phone lines or an older, slower remote 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 71).

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.

Remember, the **Dialing Options** key on your fax allows you to insert the pauses that may be necessary when dialing overseas calls.

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 confirmation reports (see page 30) 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 my LCD is showing "Reserved" above the current time. What does this display mean?

A: The remote machine was busy and your fax is preparing to redial in the interval you selected. You can wait a few minutes and let your fax redial the number automatically. 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. Or use the telephone handset to place the call so you can hear whether the remote line is still busy. For more information on setting the number of redial attempts, see the section on User Settings.

Note: If you are transmitting from memory, simply pressing **Stop** will not halt the transmission. In this case, you'll need to cancel the transmission as you would any delayed command. See page 91.

Q: When I transmit a document it can take much longer to transmit one page than my manual says. Why?

A: The average transmission speed stated in your manual is based on transmission of ITU-T Test Document 1 and does not include dialing and handshaking between fax machines. The test chart is a standardized letter used to test fax transmission times. Reasons for varying transmission speeds include:

1. The pages you transmit may contain more information to be scanned than ITU-T Test Document 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.

SecureMail

Q: I have several documents in my SecureMail mailbox, but I've forgotten my passcode. How can I print these documents?

A: Unfortunately, you can't. To ensure the privacy of the boxholder, the only way to print SecureMail documents is with your passcode. But there's still hope. Each time you receive a SecureMail document, your fax will print a message telling you that you've received a document. This message lists the TTI of the person who sent you the fax. Just set up a new SecureMail mailbox and have the person resend the document to your new SecureMail number.

Delayed Commands

Q: I want set a document to transmit next week. Every time I try to enter the delayed command, though, the display says "Command Full." Why can't I enter a delayed command?

A: The first thing you'll need to check is the number of delayed commands that have already been entered into the fax. Your fax only allows ten delayed commands at one time, so if your's is the eleventh command, the fax won't accept it. You can see how many delayed commands have been stored by pressing:

1. **Review Commands** twice, then **Enter**. Keep pressing the **Review Commands** key to scroll through the commands.

OR

2. **Program, F, 1, Enter** to print a list of delayed commands.

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: Some remote fax machines cannot fax to my machine, while others have no problem. What could cause this?

A: Check the "Closed Network" and "Block Junk Fax" features in your fax machine's user settings. If either of these features have been turned on, they could be blocking some transmissions (see pages 40 and 41 for more information).

Q: My fax rings and the LCD shows "Being 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 pages 48 and 49).

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: My fax machine also serves as my business telephone. I keep hanging up on my fax calls because I'm not sure what a fax calling tone is supposed to sound like. What should I be listening for?

A: Fax calling tones are shrill, high-pitched electronic whistling noises that repeat every few seconds.

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

A: No, but use call reserve (see page 51) 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.

Q: My fax machine frequently interrupts my voice calls. What can be done to prevent this?

A: In a very few cases, some voices, clicks and other sounds over the telephone line may cause your fax to think it's hearing calling tones from a remote fax. To remedy this, set the machine to Tel Ready and answer your fax manually when you're in the office. Return the fax to the setting you prefer when you leave the office.

Q: I have my fax set to answer automatically, but I sometimes answer calls manually. Sometimes my callers are subjected to piercing, shrill tones. I have to shut off the fax to stop these tones and only then can I carry on a conversation. What can I do?

A: Your fax has 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.

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 information 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 1-214-403-3465. It's possible your Activity Journal will just show 403-3465, 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 36.

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 95) 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 once 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.

Displays and Lamps

Q: What does the Alarm light mean?

A: The Alarm light means an error has occurred, either in communication or in the fax itself. This could be anything from an unsuccessful transmission to a paper jam. When the Alarm light goes on and the alarm sounds, your LED display will tell you what kind of error occurred.

Q: What does "Being Called" mean?

A: Your fax has been called by a remote fax or phone.

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, the warranty on your fax machine only covers use in the United States.

Glossary

The terms and words is this section 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 116) 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 the term "binary digit." Some Muratec fax machines, which are themselves computers used for telecommunications, allow you to change bits of information to provide or cancel features through software settings. Check your operating instructions.

Broadcast. Some Muratec fax machines offer broadcasting, a feature that lets you transmit a single document to dozens of preprogrammed locations in a call group.

BPS. Bits per second. Used to express the speed of transmission. Because fax transmission treats a document as a graphic image rather than as a series of alphabetic and numeric characters, bps does not correspond to the number of characters transmitted per second. Muratec fax machines transmit and receive at 14,400 or 9600 bps, with automatic fallback to 7200, 4800 and 2400 bps if required by poor telephone line conditions.

Byte. A group of digital elements, usually sent as eight bits to the byte.

Call Group. A preprogrammed group of fax locations used by Muratec units with internal memory to speed broadcasting, polling and other functions.

Call-Waiting Service. Many telephone systems offer an optional call-waiting service that identifies when another party is calling while you are on the phone. Call-waiting signals may cause interruption of facsimile transmission or reception.

CCD. Charged coupled device arrays. The scanning mechanism used in Muratec fax machines to convert a document image into digital facsimile information. Fluorescent light reflected off your document is received by the CCD array and is converted into a digital signal for transmission.

CCITT. See ITU-T.

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 ITU-T Group 3 compatibility, the modem 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-button or "touch-tone" telephone systems. DTMF telephone service is an option in most North American telephone systems.

ECM. Error correction mode. A ITU-T-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 ITU-T group of the unit transmitting to your fax machine.

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

Encryption Device. This device adds security to your fax messages by "scrambling" the fax signal during transmission. The message is unscrambled by a similar encryption device at the receiving end.

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 widespread 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. See also MFS.

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 ITU-T 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. An ITU-T 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.

G2. Used on some Muratec units to identify Group 2 resolution or to identify when a document is being transmitted to a Group 2 fax machine.

Handshaking. Used by telecommunications and computer equipment to "introduce" two systems to each other. Facsimiles use a handshaking protocol, for example, to identify the ITU-T 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.

ITU-T. International Telecommunications Union-Telecommunications Group (formerly known as CCITT, the Consultative Committee for International Telegraph and Telephone). A telecommunications forum for member countries of the United Nations. Its 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 the ITU-T when communicating with other Group 3 units. Some Muratec fax machines offer compatibility with older Group 2 and North American FM systems, as well.

ITU-T 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.

Internal Memory. Some of Muratec's most advanced fax machines include internal memory to store documents for transmission or to store incoming messages in SecureMail boxes.

LCD. Liquid crystal display. Used on some Muratec units for status displays.

LED. Light emitting diode. Used on most Muratec units for displays and lamps; used by some Muratec units to provide high-quality fax printing.

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.

MFS. Multi-Functional System. An optional combination of hardware and software which provides some Muratec fax machines advanced connectivity features in use with personal computers, both standalone and networked.

MH. Modified Huffman, the ITU-T 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 ITU-T Group 3 data compression method. Used in some Muratec fax machines and in Muratec's MFS.

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.

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. Your Muratec unit may offer one or more of these resolution levels. 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-11. A standard plug-in telephone jack. The RJ-11 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. Muratec units also offer two types of rotary dialing signals: 20 pps and 10 pps. Check with your telephone company if you have rotary dialing service.

SecureMail. A feature on many Muratec fax machines. SecureMail allows you to send a document to a memory "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.

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Limited Warranty

This warranty on this Muratec product is made by Murata Business Systems ("Murata"). 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, Murata or its authorized representative will, during Murata's established service availability hours, make necessary adjustments and repairs, including at Murata's option installation of replacement parts. Murata's service availability hours are 8:30 AM to 5:00 PM Central time Monday through Friday, excluding Murata-recognized holidays. Murata will complete the necessary adjustments and repairs within a reasonable time period, as dictated by the nature of the problem and by Murata's service schedule. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Murata. 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 Murata bill of sale or Murata dealer bill of sale or sales slip to an authorized Murata service representative, authorized dealer or service center. For the name of your nearest authorized Murata service center, contact Murata, telephone number 1-214-403-3350.

2. During the warranty period, the Customer must notify Murata 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 Murata service center, designated by Murata, is the responsibility of the Customer.

4. If Murata provides maintenance or responds to a call which is outside the scope of this warranty, such maintenance shall be billed to the Customer at Murata'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 Murata (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 Murata space, electrical and/or environmental requirements.

4. Murata will not be required to make adjustments, repairs or replacements if the product is installed or used at a location deemed by Murata to be hazardous to health or safety, or if Murata 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 Murata service vehicle.

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