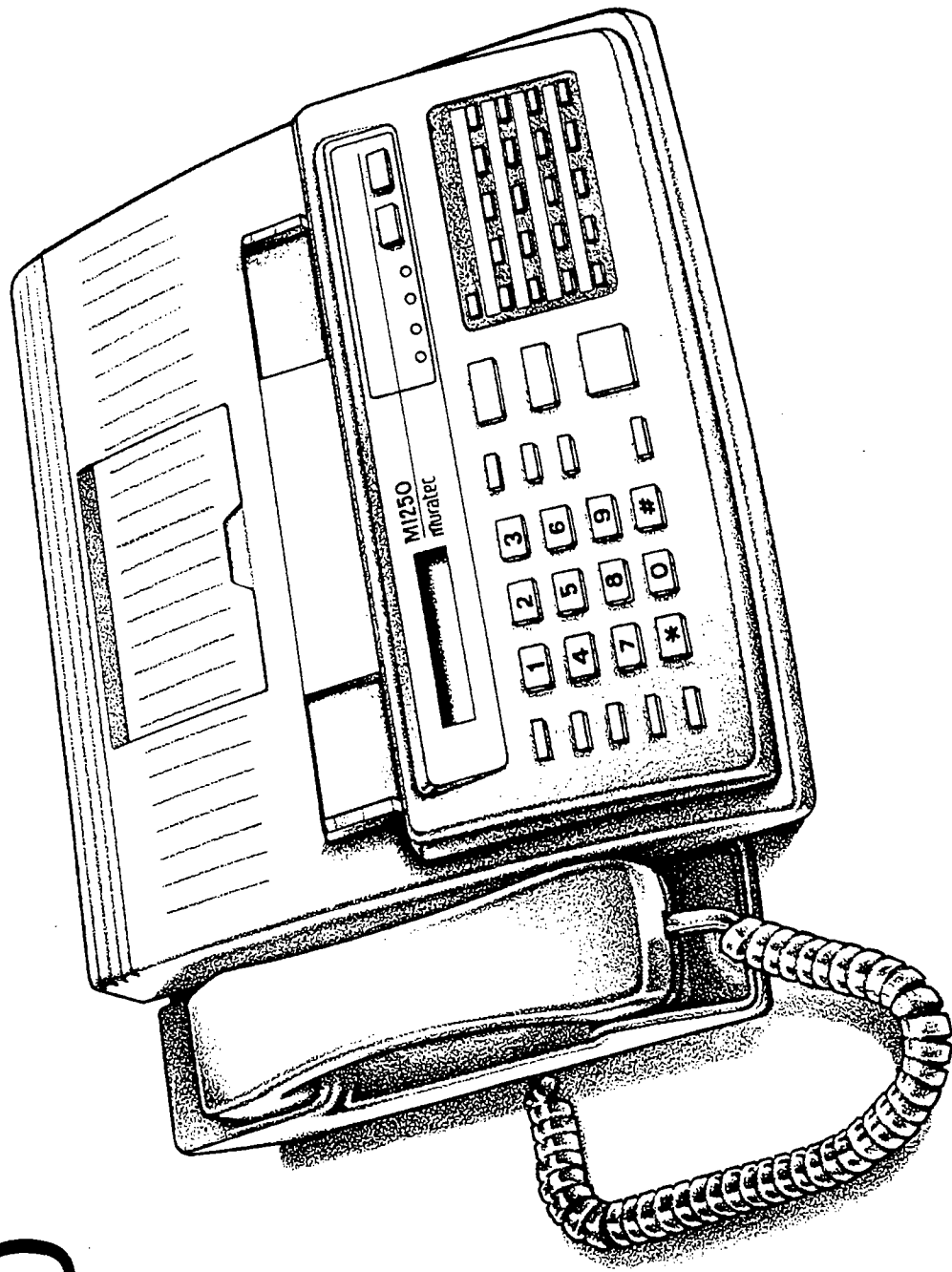


muratec[™] **M1250**



Operating Instructions

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A Quick Introduction

*This brief overview will help you more quickly learn how to use your Muratec fax machine. Of course, please be sure you read the **rest** of the instructions, too!*

What's a "Fax Document"?

Simply put, a "fax document" is anything a fax user wants to fax to someone else. It can be just one page or as many pages as you need. That's up to you. It can be a page of text, a photograph, your child's latest drawing — anything you want to send. So, what the term *fax document* means is always your choice!

How Do You Send a Fax Document?

It's easy to send a fax document. Just place your document into your M1250's feeder, dial the appropriate fax number (see next item) and press the **Start** key. (With one-touch numbers, you don't even have to press the **Start** key! See "How Can You Send a Fax to a Frequently Called Number?" below.) The fax machines — yours and the one you're calling — will take it from there.

What's a Fax Number?

Since your fax machine operates on standard phone lines, a "fax number" is just a phone number on which someone is using a fax machine. And, because your Muratec M1250 is also a high-quality, full-featured telephone, your fax number can be your regular phone number if you prefer. You can — but this isn't necessary! — dedicate a phone number to your fax machine, letting you use one number just for ordinary voice calls and one number just for incoming and outgoing faxes.

How Can You Send a Fax to a Frequently Called Number?

Just as is true for many ordinary telephones nowadays, your Muratec fax machine has a built-in *autodialer*. This handy device stores your more frequently called fax numbers — so you don't have to remember them. Each stored number can include long-distance codes, area codes and even pauses. Your Muratec M1250 fax machine can save 20 of these autodialer numbers for you to dial by pressing just one key. These are one-touch numbers. The remaining numbers are available for speed dialing, which involves pushing just three keys to dial a stored number — for example, * 0 8 for your speed-dial number 8 — and then the **Start** key.

How Can You Send a Fax to More than One Location?

To send the same fax document to more than one place at a time, you *could* stay by your fax machine and keep feeding the document over and over again.

Fortunately, your Muratec M1250 has a capability called *broadcasting*. This lets you send the same document to as many as five different locations in one operation.

This is really a great labor- and brain-saver!

What's All This About "Resolution" and "Grayscale"?

The sharpness of a fax transmission is measured by its *resolution*. This is expressed in *lines per inch* (or *lpi*). There are three levels of resolution in the fax world. In order of quality, they are: *normal* (203 × 98 lpi), *fine* (203 × 196 lpi), and *superfine* (203 × 392 lpi).

Similarly, a fax transmission can be judged by the quantity of its *grayscale* levels, or shades of gray — really, halftones such as you might see in a newspaper photo. Normally, you're using only black; this works fine for most documents, which are usually dark text on white paper. But, for sending photographs and other shaded items, you can set your Muratec M1250 to transmit in 16-grayscale mode.

So why not always set your fax machine for superfine resolution, or for grayscale? Because these settings require your fax machine to transmit more data, making your transmissions last longer and (on long-distance calls) driving up your phone bills. That's why, as you'll see, we make it easy for you to customize the settings on your Muratec M1250 for the most efficient and truest fax transmission of the types of documents *you* send!

EasyStart

Your Muratec M1250 fax machine comes with *EasyStart* — a quick introductory program which makes it easy for you to enter the basic information necessary to get started right away.

Important: You can always change any of these settings later, as you familiarize yourself with your M1250 and your fax communications needs. Also, be sure you have correctly installed your M1250 (see page 11) before proceeding. This includes putting fax paper in your M1250, since EasyStart will print a settings list at the end (see step 6).

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

'95 03 10 14:00

Use the numeric keypad to enter the date and time in 24-hour format (for example, the display above is showing 2:00 PM on March 10, 1995) by "typing over" the numerals displayed.

Perhaps only one part of the date or time is incorrect. If you want to change a particular numeral in the date or time, press **A** to move leftward in the line, or **B** to move rightward, until the blinking box — the *cursor* — is over the numeral you want to change; then type over that numeral.

To save the change, press **Mode**. To abort the change, press **Stop**.

2. The M1250 now asks if you wish to continue EasyStart by setting your TTI — the name which will appear at the top of your fax transmissions (see page 31).

Set your TTI?

Press **Mode** to continue.

3. Enter the name you want to appear at the top of your faxes. Make sure it doesn't exceed 25 characters. (Your fax machine's display will scroll to show more than four characters, if you enter them.) The two-digit number in the display shows how many characters you've entered.

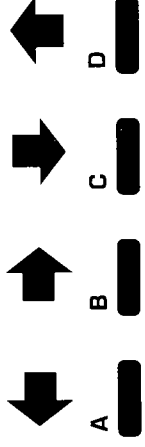
ABCDEF 00

You can choose among uppercase letters, lowercase letters, numerals and symbols. Use one-touch keys **A** through **D**, as shown below, to select character choices, then use **Mode** to enter characters. (For spaces, use the leftmost or rightmost character in each line of choices.)

mnopqr 04 John

SELECT characters
WITHIN character sets

SELECT
character sets



Note: If you make a mistake, press **Contrast** to erase, leftward. Then re-enter until the name is as you wish.

4. When the name is as you wish, press **Program**. The display will show:

Set your Fax#?

Press **Mode** to continue.

5. Use the numeric keypad to enter your fax number, up to 20 characters in length. To put in a dash ["-"] for easier reading, as shown here, press **Hold** once. (However, note that each character counts against the 20 you're allowed.) The two-digit number on the left side of the display shows how many characters you've entered.

03 555-1245

Note: If you make a mistake, just press **Contrast** to erase, leftward. Then re-enter until the fax number is just as you want it.

6. When done, press **Program**. You have now completed EasyStart, and your M1250 will print a list of its settings.

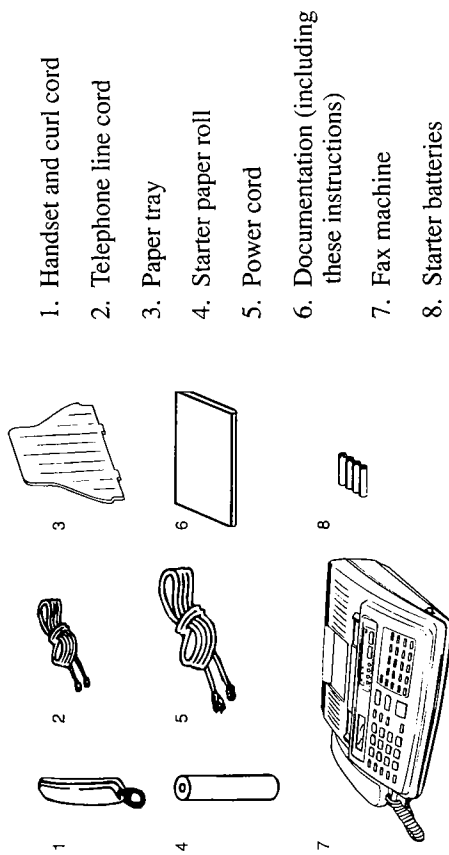
Your M1250

Your Muratec M1250 was made to accommodate your home or small office. You now have fax, phone, copier and answering machine capabilities in one compact, easy-to-use unit. Communication was never so fast and easy! You can fax business correspondence to your clients, fax catalog orders, even send résumés — just by touching a few keys. The copier feature lets you copy documents such as journal articles, receipts, letters and insurance policies. And the built-in, *tape-free*, digital answering machine records voice messages while you're away but switches back to the fax function whenever a remote fax machine tries to send a fax. Callers even can leave a message on your answering machine and send a fax message on the same call.

Altogether, your fax is a great personal communications tool, allowing you the timeliness and versatility in communication that personal business tasks require.

Unpacking

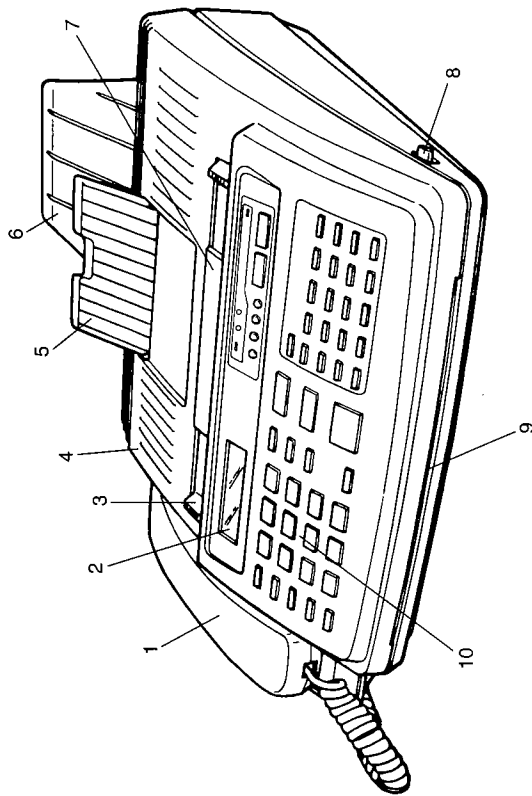
As you unpack your fax machine, check for the following items:

1. Handset and curl cord
 2. Telephone line cord
 3. Paper tray
 4. Starter paper roll
 5. Power cord
 6. Documentation (including these instructions)
 7. Fax machine
 8. Starter batteries
- 

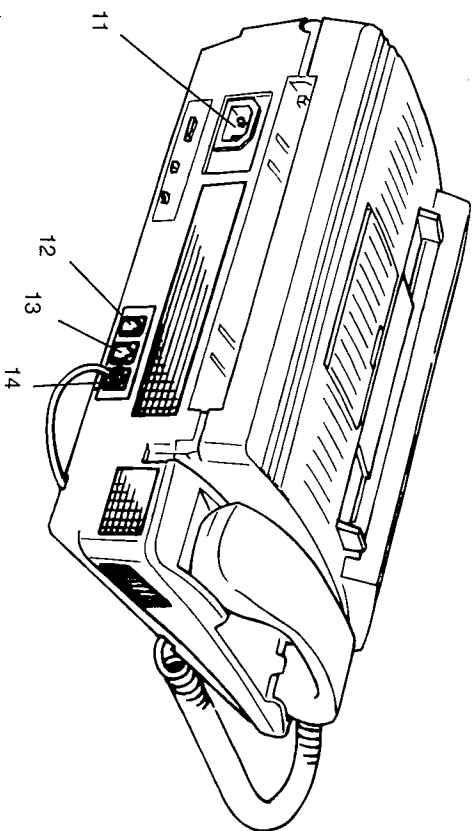
Be sure to save the box and packing materials for reshipment.

Note: The answering machine requires four AAA batteries for memory backup (see page 13). We recommend you use **alkaline** batteries. Your package includes a set of starter batteries which are **not** alkaline. Use these batteries only until you can purchase a set of four AAA alkaline batteries.

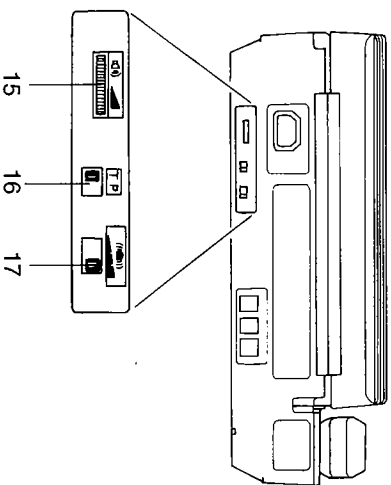
Machine Layout



1. **Handset** — Used for voice communication.
2. **LCD** — A one-line, 16-character display which shows the system status and machine operation.
3. **Document Guide** — Assures straight document feeding and measures paper width.
4. **Top Cover** — Allows access for loading paper into, and correcting paper jams within, your M1250.
5. **Document Hopper** — Supports documents to be fed into the M1250.
6. **Paper Tray** — Holds received faxes or copies.
7. **Document Feeder** — Holds up to 10 pages for transmission or copying.
8. **Top Cover Release** — Press to open the top cover of your fax machine.
9. **Original Document Exit** — Original pages exit from this slot.
10. **Control Panel** — Contains all the keys used to operate your fax machine. See "Control Panel Layout" (page 8) for more information.



11. **AC Plug** — Connection for the power supply cord.
12. **"LINE"** — A standard RJ-11 modular jack for a telephone line connection. This is how you connect your fax machine to the wall jack.
13. **"PHONE2"** — An RJ-11 modular jack for optional use of a second telephone (such as a cordless model) or other telephone device.
14. **"HANDSET"** — A jack into which you plug the M1250's handset cord.

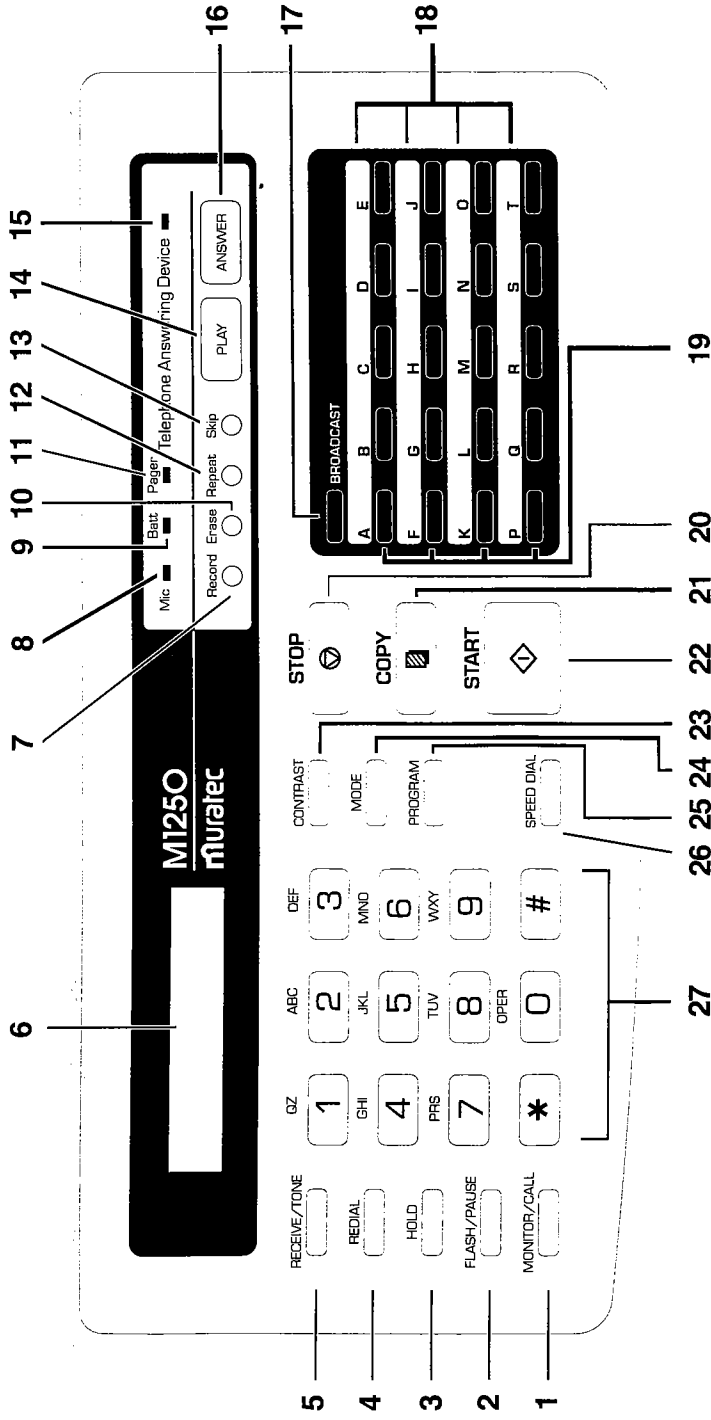


15. **Monitor Volume Control** — Controls the volume of your fax machine's monitor speaker.
16. **Tone/Pulse (Rotary) Setting** — Set to match the type of dialing signals used by your telephone system.
17. **Ringer Volume Control** — Allows you to select from three ringer volume settings: high, low and off.

Control Panel Layout

Refer to the diagram on the following page as you read this description of the layout of your M1250's control panel. We'll explain unfamiliar terms later in these operating instructions.

1. **Monitor/Call** — Depending upon current operation, either allows on-hook dialing or (during transmission) activates call request.
2. **Flash/Pause** — Depending upon current operation, either sends a "flash" signal for dealing with PBXs or adds a pause during dialing.
3. **Hold** — Places a caller on hold or lets you return to the conversation. Also can produce special characters during dialing.
4. **Redial** — Redials the last telephone number entered.
5. **Receive/Tone** — Chooses manual or automatic reception options. Can be used for special dialing requirements on some rotary (non-pulse) telephone systems.
6. **LCD (liquid crystal display)** — A one-line, 16-character display that shows the system status and machine operation.
7. **Record** — Press (along with **Play**) to record the answering machine's outgoing message or a memo.
8. **Mic** — Built-in microphone to record your memo and outgoing messages.
9. **Batt Lamp** — Flickers when it is time to replace the batteries which protect the M1250's memory.
10. **Erase** — Erases the currently-playing message from the answering machine.
11. **Pager Lamp** — Lights up when you have activated the pager function.
12. **Repeat** — Skips back to the beginning of a message when you're playing it back on the answering machine.
13. **Skip** — Skips forward to the next message after the one you're currently playing back on the answering machine.
14. **Play** — Starts or stops playback of a message on the answering machine; when used with **Record**, allows recording of outgoing message or memo.
15. **Telephone Answering Device Lamp** — When this lamp shines constantly, the answering machine is switched on and ready to function; and the fax machine will answer each call after three rings. When the lamp blinks, at least one voice message has been stored and your fax machine will answer all subsequent calls after one ring. When the lamp is off, the answering machine is not switched on and cannot respond; whether the fax machine can respond will depend upon the reception mode you've set.
16. **Answer** — Activates or cancels Auto Answer mode.
17. **Broadcast** — Used for sending a fax either from memory or to more than one location at a time.
18. **One-Touch Labels** — Pencil-in labels for your own-touch keys.



19. **One-Touch Keys** — Used for one-touch dialing and when entering TTI information, location IDs and other alphabetical (as opposed to numerical) characters.
20. **Stop** — An all-purpose "Whoa!" key; stops the current operation, discharges a document from the document feeder, cancels alarms.
21. **Copy** — Copies a document; also used to print a document stored in memory.
22. **Start** — Begins a manual transmission or reception.
23. **Contrast** — Depending upon current operation, either adjusts the darkness or lightness of your fax transmission or scrolls the LCD backward through features and command options (see also item 25, **Program**).
24. **Mode** — During transmission or copying, adjusts the scanning resolution for normal, fine, superfine or grayscale; during the programming of information into your machine, serves as an "Enter" key.
25. **Program** — Scrolls the LCD forward through feature and command options (see also item 23, **Contrast**).
26. **Speed Dial** — Allows speed-dial transmissions using numbers you have stored in your machine's autodialer.

27. **Numeric Keypad** — Used to enter telephone numbers for fax transmissions and voice calls, as well as to customize features.

Tips for Use

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

- **Dust** — Dust build-up can cause damage.
- **Moisture** — Sinks, water fountains and any other sources of splashes or spray can damage your machine.
- **Vibration** — A level, vibration-free surface is best.
- **Overheating** — Allow at least 12 inches of clearance around your machine. Don't install the machine in direct sunlight and **never** cover the machine with a cloth or dust cover.

Warning: Allow at least 18 inches of clearance behind the rear of the machine.

Specifications

Type: High-speed facsimile transmitter and receiver for home and office use.	Resolution: Normal 203 H × 98 V lpi, fine 203 H × 196 V lpi and superfine (ITU-T) 203 H × 392 V lpi.	Dimensions: 14.2" (W) × 11.6" (D) × 4.6" (H).
Phone Line: Public Switched Telephone Network (PSTN) or equivalent.	Grayscale: 16-level.	Power: 120V ± 10%, 50/60 Hz.
Modem: 9600 bps with fallback to 7200, 4800 and 2400 bps.	Printing Width: 8.5".	Answering Device Capacity: Up to 30 messages of up to 12 minutes combined length.
Compatibility: ITU-T Group 3.	Scanning Width: 8.2".	* Based on transmission of ITU-T Test Document 1 to a memory-equipped Muratec fax machine. Your transmission times will vary, but your Muratec M1250 always will provide the fastest transmission speeds possible under ITU-T 9600 bps guidelines and phone line conditions.
Transmission Speed: 12 seconds per page.*	Scanning Method: Solid-state CCD.	** 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 and on the complexity of images in the pages scanned.
Document Feeder: 10 pages.	Recording Paper: 8.5" × 164'.	
Memory: 24 pages.**	Original Document Size (single sheet): 8.5" (W) × 35.4" (L) maximum 4.7" (W) × 3.9" (L) minimum	
Cutter: Automatic paper cutter.	Weight: 11.4 pounds.	

Do You Have A Comment?

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

Setting Up Your M1250

It's easy (really!) to set up your Muratec M1250 fax machine in just a short time. We'll lead you step-by-step through the process. Before you *do* install your fax machine, please be sure you read the following information.

Phone and Electrical Requirements

Dos and Don'ts

- Do place your M1250 near a wall outlet, so you can easily unplug it.
- Do use an electrical surge suppressor. This will help to shield your M1250 from high-voltage electrical surges that may damage it. Many surge suppressors guard both telephone and electrical lines.
- Do plug your M1250 into a standard three-pronged 120 VAC electrical outlet.
- Do leave your M1250 plugged in so you never miss a fax or voice message. In standby, your M1250 uses only about as much electricity as a clock radio.
- Don't connect your M1250 to a multi-line (PBX) office phone system without first checking with your PBX's manufacturer or service representative.
- Don't plug your M1250 into an electrical outlet controlled with a wall switch; you'll risk missing fax and voice messages.
- Don't plug your M1250 into the same outlet as a large appliance such as a refrigerator or air conditioner. High-consumption appliances can cause electrical "draw-downs" — temporary drops in power available for other equipment on the circuit — and could damage your M1250.

Note: To disconnect your M1250 from the power, it is necessary to unplug the power cord from the wall socket or remove the power cord from the rear of the M1250. For convenience, the M1250 must be installed so that easy access to the power outlet is provided.

Avertissement: Débrancher le cordon électrique à la fiche au dos de l'appareil ou à la prise murale pour le mettre hors tension. La prise murale doit se trouver près de l'appareil pour un accès facile.

Voltage Requirements and Power Consumption

Voltage Requirements: 120 VAC $\pm$ 10%, 50–60 Hz

Power Consumption:	<i>Standby</i>	7W	<i>Transmission</i>	19W
	<i>Reception</i>	23W	<i>Maximum</i>	120W

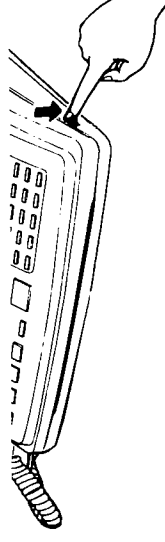
Call-Waiting Signals

Telephone call-waiting signals can stop fax transmission and reception. If you must use only one phone line, consult your telephone company for information on how to disable call-waiting service while using the fax machine.

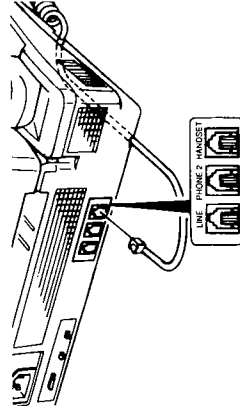
Quick Set-up

First, select a place within five feet of a standard three-pronged, 120 VAC electrical outlet and a standard ("modular") telephone jack (an RJ-11).

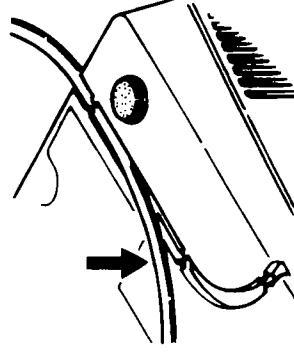
1. Press the top cover release and remove the plastic strip in the document feeder. Close the top cover firmly.



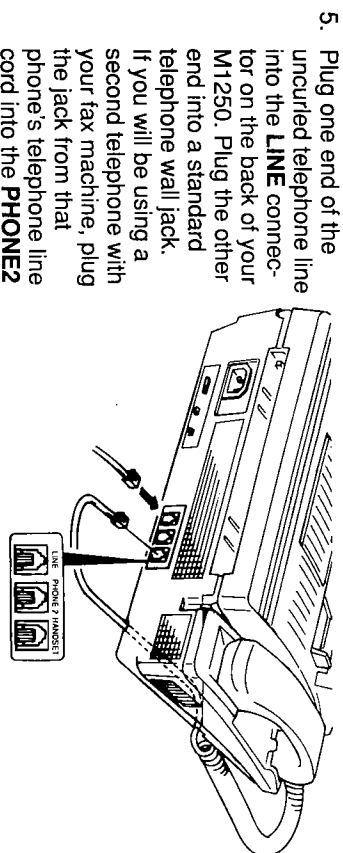
2. Plug the loose end of the handset curl cord into the **HANDSET** jack on the back of your fax machine.



3. Thread the handset cord through the groove on the bottom of your M1250.



4. Place the telephone handset on the cradle.



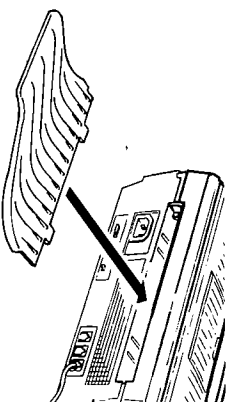
5. Plug one end of the uncurred telephone line into the **LINE** connector on the back of your M1250. Plug the other end into a standard telephone wall jack. If you will be using a second telephone with your fax machine, plug the jack from that phone's telephone line cord into the **PHONE2** jack, also on the back of your fax machine. (See "Attaching a Second Telephone," page 14, for more information.)

Note: Do not connect the second telephone directly into a phone wall jack. That phone now receives its signals through your fax machine.

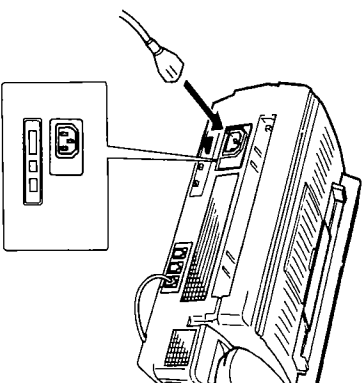
6. Check the **Tone/Rotary** setting on the back of your fax machine. Select **T** for tone or **P** for rotary ("pulse") dialing.

Note: If unsure which you should select, contact your telephone company.

7. Attach the copy tray with the ridged side facing up. Slide in the tray until the pegs on the bottom are in the grooves on the fax machine.

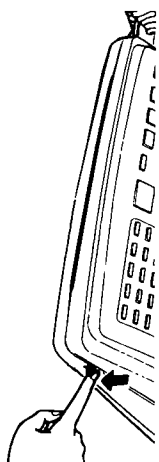


8. Plug the non-pronged end of the power cord into the back of the machine, as shown. Plug the pronged end of the power cord into a standard three-pronged 120 VAC electrical wall outlet (preferably on a surge suppressor, as mentioned on page 11).

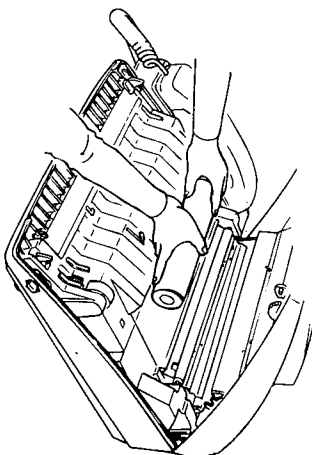
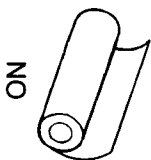
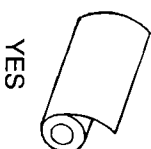


Paper Roll Installation

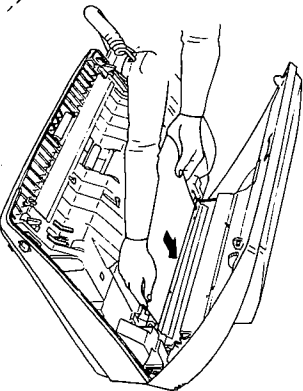
1. Press down on the cover release as shown. The cover will flip up.
2. Remove the wrapper from a roll of fax paper.



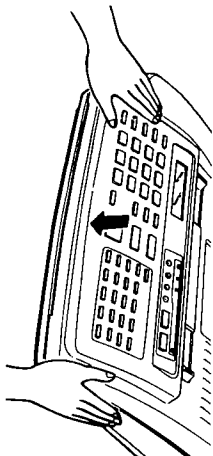
3. Place the roll in the paper cradle so that the paper unrolls **over** the top of the roll and out the back of the machine.



4. Feed the edge of the paper into the cutter, then pull the edge of the paper out a few inches.



5. Close the cover of your machine. The M1250's cutter will automatically cut the first piece of paper, assuring your next reception or copy will have a straight edge.

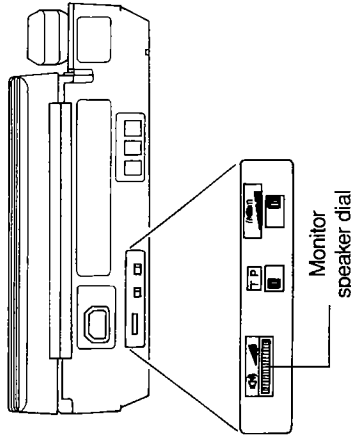


Muratec Fax Paper

For the best results and the longest life from your fax machine, use Muratec thermal recording paper. Ask for Muratec thermal paper when you purchase paper at your local facsimile dealer, or call 1-800-292-2492 for paper and other supplies.

Adjusting Monitor Volume

1. Press **Monitor/Call**. You should hear a dial tone. If not, re-check your connections so far.
2. Adjust the volume with the monitor speaker dial on the back of your M1250.
3. Press **Monitor/Call** once more to turn off the monitor.



Installing Batteries for Backup

The answering machine in your M1250 stores all its voice messages, whether your outgoing messages or those left by incoming calls, in its *memory*. This lets your M1250 provide you with many outstanding features which aren't possible on older, cassette-based answering machines. Additionally, your M1250 has the ability to store a number of fax commands in memory.

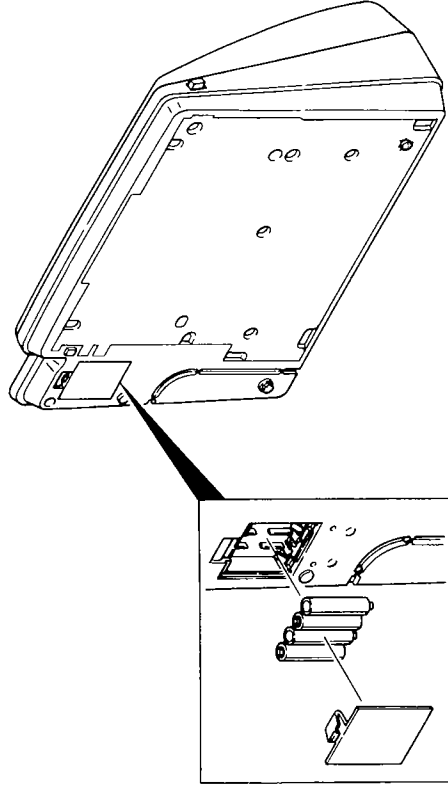
Keeping items in the M1250's memory requires it to have constant access to a small amount of electrical power. This is true for most electronic devices which use on-board memory. Of course, in the case of your M1250, this power normally comes from your AC power outlet. However, in case your electrical power goes off for some reason, or you simply need to unplug the M1250 momentarily to move it from one location to another, your M1250 also has a *battery-powered backup* system. The trickle of current this battery backup provides will save the voice messages and fax commands which might otherwise be lost if your M1250 temporarily loses power. New batteries should provide several hours of backup.

Your M1250's backup system uses **four AAA alkaline batteries**. When the batteries are nearly drained, the Batt lamp will flicker. This means you should replace *all four* AAA alkaline batteries as soon as possible, and certainly before unplugging the M1250 for any reason.

Note: The starter set of batteries shipped with your M1250 does **not** include alkaline batteries. We recommend that you obtain and install alkaline batteries **immediately** after purchasing your M1250.

To install new batteries in your machine:

1. Make sure your machine is plugged into an electrical outlet. (If you install the batteries while your M1250 is unplugged, you will lose your first outgoing message [see pages 14-16] along with any memo or saved messages.)
2. Remove the battery cover located on the bottom of the handset holder.
3. While simultaneously pulling outward on the snap tab, push the tab in the direction of the imprinted arrow.
4. Pull out the depleted batteries.
5. Notice the diagram imprinted on the battery holder, and install four new AAA alkaline batteries according to that diagram.



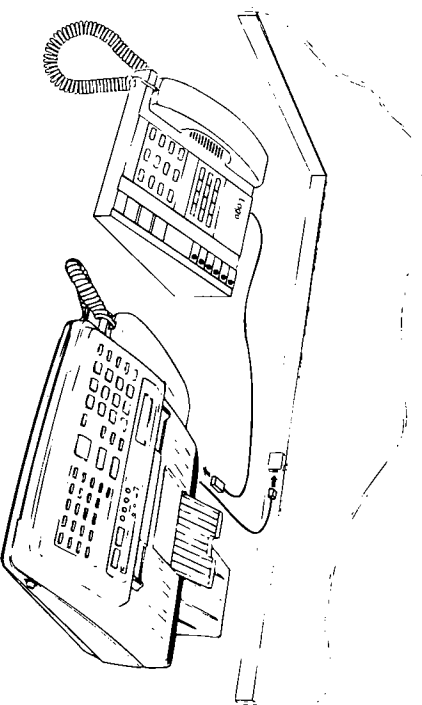
Attaching a Second Telephone

Your Muratec M1250 is a fully featured telephone (see page 29) as well as a fax machine and answering machine. However, for your convenience, you may want to connect a second telephone — such as a cordless — to the M1250. This way, the M1250 and the other phone can share one phone jack.

Note: Most other Muratec fax machines will accept connection to external answering machines, as well as to second telephones. However, because your M1250 already has a high-quality answering machine built in, it is **not** designed to be used with another answering machine, connected or not. We **strongly** recommend that you use the M1250 as the **only** answering machine on its phone line.

To connect the other phone to your M1250, plug the other phone's telephone line cord into the **PHONE2** jack on the back of your fax.

Note: Do not plug your second phone into the wall jack. In order for your fax and your second phone to work together, the second phone must be connected to the fax's **PHONE2** jack, as shown.



Recording Your Outgoing Messages

There's one more step to finishing the setup of your M1250: recording your outgoing messages.

Your M1250 holds three types of voice messages: incoming calls, memos and two outgoing messages. We'll address the first two a little later in these instructions, but for now let's talk about the outgoing messages. First we'll explain the purpose of the messages, then we'll tell you how to record them.

Outgoing Messages — and Why You Have Two

Outgoing messages are what your callers hear when the fax machine answers the phone. Your M1250 uses two such messages, each of which serves a slightly different purpose.

First of all, however, please note that each outgoing message must be no longer than 10 seconds in length. This follows the international guidelines created by the ITU-T (International Telecommunications Union—Telecommunication Standardization Sector), a United Nations standards group which governs fax communications and establishes guidelines providing compatibility among Group 3 fax machines — like your M1250. Thanks to the ITU-T, your Group 3 fax machine can send a fax message to virtually any other Group 3 fax machine, regardless of what company built it or where it's in operation.

One important part of these ITU-T guidelines has to do with the amount of time (71, as the ITU-T calls it) during which a calling fax machine must detect a response from the fax machine it's trying to reach (the *remote* fax machine). By allowing each of your outgoing messages to be no longer than 10 seconds, the M1250 makes sure there's always enough time for its fax equipment to respond to a calling fax machine within the ITU-T limits.

Your first outgoing message is a general-purpose one, much like that you've probably heard on many other answering machines you've reached: it explains that you can't come to the phone and gives each caller the options of leaving a voice message, sending a fax message or even doing both on the same call. Here is a suggested first outgoing message you can modify to suit your needs:

*Hello. You've reached [your telephone number]. If you want to send a fax, press **Start** now. If you want to leave a voice message, wait for the beep. Thank you.*

That sounds pretty good; so why do you need a second outgoing message, too? Well, the answering machine in your M1250 can record approximately 12 minutes' worth of incoming messages; but, of course, you'll want your callers to know they still can send a fax even when the answering machine is full (so to speak). And that's what the second message accomplishes. It operates only when the M1250 knows it cannot hold any more incoming voice messages. (Don't worry: the M1250 switches to the second outgoing message automatically when the answering machine has reached its capacity, so you don't have to provide in advance for the switchover!) Here is a suggestion for that second message (which also must be no longer than 10 seconds):

*Hello. You've reached [your telephone number]. The answering machine is full right now so it can't record your voice message; but, if you'd like to send a fax, press **Start** now. Thank you!*

Special Note: Making Settings on Your M1250

In making settings on your Muratec M1250 — as you'll do in recording these outgoing messages — you'll quickly see the special importance of four keys on the Control Panel: **Program**, **Contrast**, **Mode** and **Stop**.

When you drive a car, you have to go either *forward* or *reverse*. And, similarly, you "drive" your M1250 forward through its settings by successive taps of the **Program** key until the LCD shows the item or option you want. If you overshoot the desired setting, successive taps of the **Contrast** key "drives" your M1250 in reverse toward your desired choice. You can go back and forth with these two keys to reach that in which you're interested. (For that reason, these instructions often tell you to use the **Contrast** key where you'd have to press the **Program** key an inordinate number of times. Essentially, you can take the shorter route around the block!)

Note: You can't use **Contrast** for this purpose until you've pressed **Program** at least once. The first press of **Program** tells the M1250, "Prepare to receive commands!"

When the LCD shows the option you want, press the **Mode** key to select it. **Mode** often serves as an *Enter* key, especially at this level of the settings. Once you're "inside" an option, **Program**, **Contrast** and **Mode** can then serve other purposes. But there's one key which *always* does the same thing. The **Stop** key works with both components of your M1250, fax machine and answering machine, to abort or complete various operations.

Recording/Replacing the First Outgoing Message

Here's how to record the first, more general outgoing message (or *OGM 1*, to use the term you'll see on your M1250's display). The procedure is the same whether you're creating a new message or changing a previously recorded one.

1. Press **Program** once, then press **Contrast** eight times. The LCD will show:

OGM 1

2. Press **Mode**.

Rec./Play?

The machine is asking you, "Do you want me to record a new OGM 1 or play back the *current* OGM 1?" Of course, you want to record a new OGM 1, so proceed to Step 3.

3. Your M1250's answering machine has a safety feature for recording messages: you must first hold down **Record** and then briefly tap **Play**. Then begin speaking clearly into the M1250's microphone on the answering machine keypad. As you record, the LCD will count-down the time remaining:

Rec.Time:09 sec.

Rec.Time:08 sec.

— and so forth, down to 00.

Note: Remember, you have 10 seconds to record your message.

4. If you finish your message in fewer than 10 seconds, press **Stop** (*only once*) to stop recording. Otherwise, the M1250 will sound a beep and stop recording automatically at the 10-second mark.
- If you now wish to play back this message, press **Play**.
5. To record the message again, go back to step 3. Otherwise, go to step 6.
6. Press **Stop** to finish the operation and return to normal standby mode.

Playing the First Outgoing Message

To play back the first outgoing message:

1. Press **Program** once, then press **Contrast** eight times.

OGM 1

2. Press **Mode**.

Rec./Play?

3. Press **Play**. Your message now will play.
4. Press **Stop** to finish the operation and return to normal standby mode.

Recording/Replacing the Second Outgoing Message

Here's how to record the second outgoing message (OGM 2), which warns a caller your answering machine can't hold any more messages. (As was true for OGM 1, the procedure is the same whether you're creating a new message or changing a previously recorded one.)

1. Press **Program** once, then press **Contrast** seven times.

OGM 2

2. Press **Mode**.

Rec./Play?

3. Hold down **Record** and then briefly tap **Play**. Then begin speaking clearly into the M1250's microphone on the answering machine keypad. As you record, the LCD will count-down the time remaining, as described in "Recording/Replacing the First Outgoing Message."

Note: Remember, you have 10 seconds to record your message.

4. If you finish your message in fewer than 10 seconds, press **Stop** (*only once*) to stop recording. Otherwise, the M1250 will sound a beep and stop recording automatically at the 10-second mark.

If you now wish to play back this message, press **Play**.

5. To record the message again, go back to step 3. Otherwise, go to step 6.
6. Press **Stop** to finish the operation and return to normal standby mode.

Playing the Second Outgoing Message

To play back the first outgoing message:

1. Press **Program** once, then press **Contrast** seven times.

OGM 2

2. Press **Mode**.

Rec. / Play?

3. Press **Play/Stop**. Your message now will play.
4. Press **Stop** to finish the operation and return to normal standby mode.

Set-Up Checklist

Review this checklist before you begin making settings on your M1250:

- Have you installed four AAA alkaline batteries to back up the M1250's memory?
- Is the phone line plugged into the **LINE** connection? Is the other end plugged into the wall or into a telephone line surge protector?
- Is the power cord firmly plugged into its connection in the back of the M1250? Is the other end plugged into a wall outlet or power surge protector?
- When you pick up the handset, do you hear a dial tone? You will if you've installed your fax correctly; you'll be able to use the handset just as you would on a regular telephone.
- Have you recorded the first and second outgoing messages for the answering machine?

Answering Machine

The M1250's Digital Advantages

Your M1250's answering machine records sound *digitally* — that is, the outgoing messages you record and incoming messages saved by the answering machine are stored electronically on a memory chip, *not* a tape, inside your M1250. Your M1250 uses no tape whatsoever!

Digital answering machines are a real breakthrough in home communication, providing real-world advantages over the more common answering machines that use cassette tapes to record messages. Here are just a few of these strong points:

- Digital answering machines have no moving parts, so there's nothing to jam and less chance of a problem.
- Digital answering machines can play back a message instantly.
- Digital answering machines let you move easily among your recorded messages. Your M1250's **Repeat** and **Skip** keys let you listen to the same message several times or jump ahead to another message, skipping over a message or messages you don't want to hear.
- Digital answering machines let you keep some messages and delete others. Most other answering machines force you to save all messages together or erase all messages together.
- Digital answering machines require no maintenance. There's no cassette tape to replace and no cassette "head-cleaning kit" needed to keep your M1250's answering mechanism in top form. And, unlike cassette tapes that can stretch and scratch, the sound quality of digital recordings do not deteriorate with age or repeated use.

Digital recording gives the M1250 another advanced feature: you can instruct the M1250 to page you whenever a message is recorded on your answering machine. With the M1250's pager operation, you can receive important messages right away.

Storage Capacity

Your M1250 can store up to 30 voice messages totaling up to 12 minutes. When we say, "voice messages," we're counting the following items, all of which you'll be reading about shortly:

- Incoming messages
- A memo
- Voice mail box messages

The factory setting allows each message (other than the memo) to last up to three minutes, but you can change this easily (see "Setting Recording Time," next column).

Note: A certain amount of the M1250's memory is shared by the fax machine and the answering machine. Thus, if the fax machine is using a great deal of memory for out-of-paper reception (see page 37) or delayed commands (see pages 41–44), the answering machine's message storage capacity will be reduced. Conversely, if the answering machine is nearly "full," the fax machine's memory capacity will be lower than usual.

In practical terms, this means you should check your messages as often as possible (see "Remote Access," pages 23–26) and, if it's convenient, erase them after listening to them, clearing the memory.

The following pages will show you how to take advantage of these — and many other — answering machine functions.

Setting Recording Time

Your M1250 can be set to allow as much as three minutes or as little as 10 seconds for each incoming message or voice mail box message (see pages 19–22 for more information on the latter). If a caller hangs up before the allotted time expires, the unit automatically stops recording and returns to standby mode. The factory setting is three minutes. However, if you want to change the setting, here's how:

1. Press **Program**, then press **Contrast** five times.

Set Rec. Time

2. Press **Mode**.

Rec. Time 3'00"

3. Use the numeric keypad to enter the desired recording time, any length in the range of 10 seconds (0'10") – three minutes (3'00"). If you wish to move the cursor to a different digit, press **A** to move left or **B** to move right. In the example below, we have entered **1'30"** (one minute, 30 seconds).

Rec. Time 1'30"

4. When finished, press **Mode** to save the setting and return the unit to standby.

Turning On Auto Answer

Note: Before you can turn on the auto answer feature, you must record two outgoing messages (see pages 14–16)

To set your M1250 to respond automatically to incoming calls, press **Answer** to put your M1250 into *Auto Answer*. (This lights the green Telephone Answering Device lamp.) Your M1250 now will answer calls after three rings if no memo or incoming message (see “Messages and the Memo,” below) is stored, or after one ring if at least one incoming message is stored (see “Toll Saver,” page 27). The answering machine will save voice messages and the fax machine will print faxes.

While Auto Answer is on, your M1250's LCD shows two alternating messages:

Memo : 0 ICM:00

and Rec. : 12 min.

These displays tell you:

- If a memo has been recorded
- How many incoming messages (“ICM”) are stored
- How many minutes of remaining recording capability remain.

Turning Off Auto Answer

Press the **Answer** key to turn off Auto Answer, turning off the Telephone Answering Device lamp. Your M1250's answering machine is now off and thus will ignore incoming phone calls, so you can answer them manually. (See “Reception,” page 35, for more information on fax/phone interaction.) However, any messages, memo (see right column) or voice mail box messages (see pages 19–22) stored on the answering machine are still intact and can be played the next time you reactivate Auto Answer.

Messages and the Memo

Playing Incoming Messages

Your M1250 can record 12 minutes of messages from callers. Any message can be up to the length you've specified when you set the recording time (see page 17). Your M1250 can record up to 30 separate messages totalling up to 12 minutes.

To play messages left by callers, press **Play**. The M1250 will play your memo first (see “Memo,” below) and then any messages left by callers. You'll hear the oldest message first and the most recently stored message last (although you can change this order — see pages 53–54). The display will show the date and time when each message was stored as the message is played, thanks to the M1250's *date and time stamp* feature.

Here are explanations of the displays you'll see on the LCD as messages play:

MEMO 03/10 14:00

A memo, recorded on March 10 at 2:00 PM.

02 03/11 08:53

Incoming message #2, recorded on March 11 at 8:53 AM.

After all recordings have been played, the display will return to standby; or you can press **Stop** at any time to stop message playback and return to standby.

Skip and Repeat

While playing messages stored on your M1250, you may use these buttons:

Skip

Allows you to skip to the beginning of the next message. If pressed while a memo is playing, skips to the first message of any stored incoming messages.

Returns the M1250 to standby when pressed during playing of either the last message or a memo when there are no messages.

Repeat

Allows you to hear a memo or message again.

When pressed while a memo or message is playing, the M1250 begins playing the message again after a brief pause.

If pressed twice while an incoming message (other than the first) is playing, causes the M1250 to play the previous message. (If the first incoming message is playing, pressing **Repeat** twice has no effect.)

Memo

Memo recording saves one 60-second message for remembering things like:

- A deadline
- An appointment time and date
- A person (and the phone number) whom you need to call
- A special errand that you need to run
- A brief to-do list

Your M1250 plays the memo first whenever you retrieve messages remotely (see pages 23–25), making this a great way to leave a message for someone away from home.

Recording a Memo

1. Make sure the handset is hung up and that **Monitor/Call** is off.
2. Press **Record**, then briefly press **Play**.

Rec.Time: 01min.

3. Speak clearly into the microphone on the control panel. (You cannot use the telephone handset to record your memo.) The M1250 will begin recording when it detects sound. The LCD will begin counting down the remaining time:

Rec.Time: 59sec.

Rec.Time: 58sec.

— and so forth, down to 00.

Note: Remember, you have 60 seconds to record your message.

4. If you finish your memo in fewer than 60 seconds, press **Stop** (*only once*) to stop recording. Otherwise, the M1250 will beep and automatically stop recording at the 60-second mark.

If you want to save a new memo, just record it over the existing one using the steps above. Your new message will replace the previous memo.

Playing the Memo

To hear your memo, press **Play**. The answering machine will play the memo first, followed by any messages left by callers. Once you have pressed **Play**, you can stop the memo playback and return to standby by pressing **Stop**.

Erasing the Memo and Messages

Playing your memo or messages does *not* erase them from the M1250's digital message memory. You must choose to erase them.

Erasing One

To erase the incoming message currently playing, press **Erase**.

Erasing All

To erase all currently stored incoming messages and the memo (see page 19), wait until no messages are playing; then, hold down **Erase** until the LCD shows:

** All Erased **

Note: This procedure does not erase any stored voice mail box messages (see pages 19–22 and 24–25).

Voice Mail Boxes: Secure Memos

Anyone with access to your M1250 can easily play any memo or messages stored on it. This may be okay in a "secure" location, but elsewhere could be a problem. To record messages but retain greater security, use your M1250's *voice mail boxes*.

The M1250 offers up to ten "electronic boxes" in which authorized users can store and receive voice messages with passcode-protected security. Also, each box can hold numerous messages; the regular memo function can store only one.

Note: Please don't confuse this feature with other "voice mail" systems commonly used today. **No unauthorized caller can leave messages in, or otherwise use, the M1250's voice mail boxes.**

Creating Voice Mail Boxes or Changing Passcodes

To use voice mail boxes, all you have to do is *create* at least one. Your M1250 lets you create up to ten.

To create a voice mail box or change the passcode on an existing one:

1. Press **Program**, then press **Contrast** six times.

Set Passcode

2. Press **Mode**.

Remote Access

3. Press **Program**. The LCD will show:

Voice Mail Box

4. Press **Mode**.

Select 1-10 : 01

5. To create voice mail box 1, skip to step 6. Otherwise, use the numeric keypad to enter the designated voice mail box number. Make sure you use a *leading zero* (as shown, above, for box 1 — "01") for any box other than box 10.

6. Press **Mode**. If the box hasn't yet been created, the LCD will show:

Passcode : 0000

If the box has been created previously, the LCD will show:

Passcode : ****

7. Use the numeric keypad to enter a four-digit passcode for access to the voice mail box you're creating. If you wish to move the cursor to a different digit, press **A** to move left or **B** to move right. In the example below, we have entered 5891.

Passcode : 5891

8. When you have entered the passcode you want, press **Mode** to save the passcode. The LCD will revert to the voice mail box selection display:

Select 1-10 : 01

9. If you are finished creating or changing voice mail boxes, go on to step 10. To create or change another voice mail box, go back to step 5 and repeat the operation from that point.
10. Press **Stop**. The M1250 will return to standby.

Recording a Message to a Voice Mail Box

Here's how to record a message into an existing voice mail box.

1. Press **Program**, then press **Contrast** once.

Set Voice Mail

2. Press **Mode**.

Select 1-10 : 01

3. To record a message into voice mail box 1, skip to step 4. Otherwise, use the numeric keypad to enter the designated voice mail box number. Use a *leading zero* (as shown, above, for box 1 — "01") for any box other than box 10.

4. Press **Mode**.

Passcode : ****

5. Use the numeric keypad to enter the four-digit passcode for access to the voice mail box you've selected. To move the cursor to a different digit, press **A** to move left or **B** to move right. In the example below, we have entered **5891**.

Passcode : 5891

6. When you have entered the passcode you want, press **Mode**.
7. If you've entered the correct passcode, you'll see:

Rec./Play/Erase?

You may now proceed to step 8.

However, if you've entered an incorrect passcode for this voice mail box, your M1250 will return to standby mode. This is how the M1250 protects voice mail box messages from unauthorized users. Go back to step 1 and repeat the operation.

8. Make sure the handset is hung up.

9. Press **Record**, then briefly press **Play**.

Rec.Time: 03min.

Note: The amount of available recording time shown will depend upon the setting you made in "Setting Recording Time" (see page 17).

10. Speak clearly into the microphone on the answering machine control panel.

Note: You cannot use the telephone handset to record your message.

When the answering machine detects sound, it will begin recording. The LCD will begin counting down the amount of time left, and — if the time is under one minute — will count down by seconds:

Rec.Time: 59sec.

Rec.Time: 58sec.

— and so forth, down to 00.

11. If you finish your memo before the available recording time runs out, press **Stop** (*only once*) to stop recording. Otherwise, the M1250 will sound a beep and stop recording automatically when time expires.

Each voice mail box will hold multiple messages. However, your answering machine's *total* maximum voice-message capacity (counting the one-minute memo) is either 30 messages or 12 minutes (see "Storage Capacity," page 17).

Playing Messages Stored in a Voice Mail Box

1. Press **Program**, then press **Contrast** once.

Set Voice Mail

2. Press **Mode**.

Select 1-10 : 01

3. To check the number of messages in voice mail box 1, skip to step 4. Otherwise, use the numeric keypad to enter the designated voice mail box number. Make sure you use a *leading zero* for any box other than box 10.

4. Press **Mode**.

Passcode : ****

5. Use the numeric keypad to enter the four-digit passcode for access to the voice mail box you've selected. To move the cursor to a different digit, press **A** to move left or **B** to move right.

Passcode : 5891

6. When you have entered the passcode you want, press **Mode**.
7. If you've entered the correct passcode, you'll see:

Rec./Play/Erase?

You may now proceed to step 8.

However, if you've entered an incorrect passcode for this voice mail box, your M1250 will return to standby mode. This is how the M1250 protects voice mail box messages from unauthorized users. Go back to step 1 and repeat the operation.

8. Press **Play**. The M1250 will begin playing any message(s) stored in the selected voice mail box, while showing you the date and time stamp from when the message was recorded.

01 11/09 15:04

Here, the message was recorded at 3:04 PM on November 9.

Note: During playback of messages, you may use the **Skip** and **Repeat** buttons just as when playing back incoming messages (see page 18).

To continue using the voice mail box system, follow the appropriate instructions for the specific operation you want to perform. Otherwise, press **Stop** to cease voice mail box operation and return the M1250 to standby.

Checking the Number of Messages

It's easy to find out how many messages are in your voice mail box:

1. Press **Program**, then press **Contrast** once.

Set Voice Mail

2. Press **Mode**.

Select 1-10 : 01

3. To check the number of messages in voice mail box 1, skip to step 4. Otherwise, use the numeric keypad to enter the designated voice mail box number. Make sure you use a *leading zero* for any box other than box 10.

4. Press **Mode**.

Passcode : ****

5. Use the numeric keypad to enter the four-digit passcode for access to the designated voice mail box. To move the cursor to a different digit, press **A** to move left or **B** to move right.

Passcode : 5891

6. When you have entered the passcode you want, press **Mode**.
7. If you've entered the correct passcode, you'll see:

Rec./Play/Erase?

You may now proceed to step 8.

However, if you've entered an incorrect passcode for this voice mail box, your M1250 will return to standby mode. This is how the M1250 protects voice mail box messages from unauthorized users. Go back to step 1 and repeat the operation.

8. Press **Mode**. For about two-and-a-half seconds, the M1250 will display the number of messages stored in the voice mail box you selected.

02

In this example, there were two messages stored.

9. Then your M1250 will return to the voice mail box standby display:

Rec./Play/Erase?

To continue using the voice mail box system, follow the appropriate instructions for the specific operation you want to perform. Otherwise, press **Stop** to cease voice mail box operation and return the M1250 to standby.

Erasing Voice Mail Box Messages

Because messages stored in a voice mail box are protected from the usual erasure process which deletes incoming messages and the memo, erasing voice mail box messages requires separate procedures.

Erasing One

To erase the message currently playing from your voice mail box, press **Erase**.

Erasing All

To erase all the messages stored in your voice mail box:

1. Press **Program**, then press **Contrast** once.

Set Voice Mail

2. Press **Mode**.

Select 1-10 : 01

3. If you wish to erase the messages in voice mail box 1, skip to step 4. Otherwise, use the numeric keypad to enter the designated voice mail box number. Make sure you use a *leading zero* for any box other than box 10.

4. Press **Mode**.

Passcode : ****

5. Use the numeric keypad to enter the four-digit passcode for access to the voice mail box you've selected. If you wish to move the cursor to a different digit, press **A** to move left or **B** to move right.

Passcode : 5891

6. When you have entered the passcode you want, press **Mode**.
7. If you've entered the correct passcode, you'll see:

Rec. / Play / Erase?

You may now proceed to step 8.

However, if you've entered an incorrect passcode for this voice mail box, your M1250 will return to standby mode. This is how the M1250 protects voice mail box messages from unauthorized users. Go back to step 1 and repeat the operation.

8. Press **Erase**.

Sure ?

The M1250 is giving you one chance to reconsider this erasure of all the messages in this voice mail box.

If you change your mind and decide *not* to erase, press **Stop**.

If you wish to go ahead with the erasure, press **Erase** again. The M1250 will erase all the messages in the mail box.

Note: The M1250 may pause briefly to reorganize any remaining voice messages stored in the answering machine.

To continue using the voice mail box system, follow the appropriate instructions for the specific operation you want to perform. Otherwise, press **Stop** to cease voice mail box operation and return the M1250 to standby.

Accessing Your Voice Mail Box Remotely

Even when you're away, you can call your M1250 from any TouchTone® phone and use the voice mail box system to record, play and erase messages. (For more information, see "Remote Access," pages 23–26).

Paging

Your M1250 can call you whenever a caller leaves a message on your answering machine. This *paging* feature is very helpful when you are expecting an important message but can't sit by the phone.

Using paging is simple. You specify a telephone number — the *pager number* — for the M1250 to call whenever you receive a message on the answering machine. Then you turn on the pager function. Now, every time the M1250's answering machine stores an incoming message, it will call the pager number. Upon answering, you will hear a beeping; this tells you that your M1250 is paging you. Then you perform a simple retrieval function and hear your message!

The M1250 will try to call the pager number once after each message is saved on the answering machine. The unit cannot redial if it encounters a busy signal or if it does not receive an answer.

Note: The M1250's paging function works only with voice messages stored on its answering machine. For information on Muratec fax models which allow "fax retrieval" from remote fax machines, please contact your authorized Muratec retailer.

Setting the Pager Number

To set the pager number:

1. Press **Program**, then press **Contrast** three times.

Set Pager Number

2. Press **Mode**.
3. Use the numeric keypad to enter the desired telephone number, up to 40 characters in length (including special dialing characters as needed or helpful — see page 45).
4. Press **Mode**. The M1250 will return to standby mode.

Turning On Paging

To activate the paging function so your M1250 will page you after it receives an incoming message on the answering machine:

1. Make sure you have entered a pager number and that the pager number currently stored is the desired one. If necessary, repeat the procedure described under "Setting the Pager Number" (see above).

Note: If there is no pager number stored, the M1250 will not allow activation of the paging function.

2. Press **Answer** to instruct the M1250 to answer calls automatically. The "Telephone Answering Device" lamp will light.

3. Press **Program**, then press **Contrast** twice.

Set Pager

4. Press **Mode**. The LCD will show:

Pager OFF

5. Press **Program**.

Pager ON

Note: If you haven't set a pager number, the M1250 will beep three times and briefly display:

Set Pager Number

- reminding you to set the pager number (see page 22). The M1250 then will return to standby mode without having turned on the Pager function. Set the pager number, then repeat this procedure from step 1.
6. Press **Mode**. The M1250 will return to standby and the Pager lamp will light.

Turning Off Paging

To turn off the pager function, repeat the procedure shown under "Turning On Paging" — except that in Step 5, when you press **Program**, the LCD will show:

Pager OFF

— and, when you finish, the Pager lamp will be off.

Accessing Your M1250 When You're Paged

If you've activated the pager function, the machine will call you each time a caller leaves a message on your answering machine.

Important: The M1250 will try to call you once; it cannot redial if your telephone number is busy or not answered.

When you answer a paging call from the M1250, you will hear a beeping signal. Press **#** for about one second, then enter your four-digit passcode (see right column) and press **#** again.

After you enter your passcode, you can use the M1250's remote commands (see pages 24–25) to play, skip, pause, repeat, or erase your messages.

Remote Access

Creating or Changing the Remote Access Passcode

Your M1250 has a special set of features that allow you to access and operate its answering machine from any TouchTone telephone. But not just anyone can call your M1250 and eavesdrop on your messages: before you can access your answering machine's messages remotely, you must create a four-digit passcode. This code makes remote access to your messages secure.

The steps below let you create or change a four-digit passcode to protect your answering machine messages. If you want even more security, however, you can leave the passcode set as four zeros, **0000**. This setting denies *all* attempts at remote access, and will not allow you or anyone else to access or operate the answering machine remotely. (Of course, you can still retrieve messages when you're at the machine itself, of course. This protection applies only to *remote* access.)

To set or change the remote access passcode:

1. Press **Program** once, then press **Contrast** six times.

Set Passcode

2. Press **Mode**.

Remote Access

3. Press **Mode**. If no passcode has been entered since the last time the M1250's memory was cleared, you'll see:

Passcode : 0000

Otherwise, as a security measure, the M1250 will show you only the following:

Passcode : ****

4. Enter the passcode you want, using the numeric keypad. If you wish to move the cursor to a different digit, press **A** to move left or **B** to move right. In the example below, we have entered **0911**.

Passcode : 0911

5. When you have entered the passcode you want, press **Mode**. The display will return to standby.

Remote Access Features

When you access and operate your answering machine remotely from a TouchTone telephone, you can do the following:

- Play your memo and messages
 - Erase one or all messages
 - Pause, repeat or skip your memo or a message
 - Turn the pager function on or off
 - Turn the automatic answer setting off
 - Record your first outgoing message (but not the second; that one must be recorded while you are at the M1250)
 - Use the M1250's voice mail box system
- and you can perform all of these operations on the same call!

You cannot record a memo remotely; any message you leave will be one of the normal incoming messages.

Before you can use the remote access features, check the following:

- You have put the M1250 into Auto Answer.
- You have entered a passcode for your answering machine (see page 23).
- You are calling from a telephone that uses standard TouchTone signals.

Accessing Your M1250 Remotely

To access your M1250 from a TouchTone telephone:

1. Call your M1250.
2. While your outgoing message is playing, press **#** for about a second.
3. Enter your four-digit remote access passcode, followed by **#**.
4. If the M1250 does accept the passcode you entered, you'll hear one long beep, followed immediately by short beeps. The long beep means you're "in" — you can use remote access. The number of short beeps tells you how many messages (including any memo) are stored in the answering machine.

If the M1250 *does not* accept the passcode you entered, you will hear no long beep, but rather three fast, short beeps. If so, enter the four-digit passcode (not preceded by **#**; just start with the passcode after the first time) more slowly, then press **#**. If the second attempt also fails, try once more. If the M1250 does not accept a caller's passcode after three attempts, it will hang up.

Note: As a security measure, your M1250's speaker is silent during any remote access operations; the only M1250 audio output during remote access is over the phone line to you. This assures that no one near the M1250 can listen in while you're operating remotely.

Note: Once you have gained remote access to your M1250, you may perform more than one remote operation on the same call. You needn't hang up and call back just to perform each new remote operation.

Playing (or Stopping the Playing of) Messages Remotely: 1,

To play your messages while calling from another phone:

1. Gain remote access to the M1250 as described in "Accessing Your M1250 Remotely" (see left column).
 2. Press **1** followed by **#** for about a second each.
- Your M1250 will beep once, then play the memo (if currently stored), followed by the incoming messages in chronological order — the oldest message coming first and the most recently played message played last. (However, see "Playback Order," page 27.) The M1250 will beep briefly between messages.

To stop playing the messages, press **1** and **#** again.

Repeating a Message Remotely: 2,

Sometimes, while remotely accessing your answering machine, you need to hear a message more than once. Perhaps the caller had a poor phone connection, or you just couldn't find your note pad and pen until halfway through the playback. With a cassette-based machine, this can be a real pain; but, with the digital answering machine in your M1250, it's easy!

To return to the beginning of the message currently being played, press **2** followed by **#** for about a second each. After a brief pause, your M1250 will beep, then play the message again.

To hear the *previous* message, press **2** **#**, wait to hear the beep and then *immediately* press **2** **#** again.

Skipping a Message Remotely: 3,

Here's another winning feature of your M1250's digital answering machine: the ease with which you can skip messages which you have little or no interest in hearing while calling in. This is particularly helpful when you're calling long-distance to get your messages!

To skip a message while listening to it remotely, press **3** followed by **#** for about a second each.

Your M1250 will skip the remainder of the current message and begin playing the next message. This does not erase the message you skipped.

Recording Your First Outgoing Message Remotely: 4,

To record the first outgoing message remotely:

1. Gain remote access to the M1250 as described in "Accessing Your M1250 Remotely" (page 24).
2. Press **4** followed by **#** for about a second each.
3. After a beep, speak clearly into the telephone handset.
- Note:** Your outgoing message can be no longer than 10 seconds (see page 14).
4. When you have finished, press **#** to stop recording.

Erasing a Message Remotely: 5,

To erase a message while listening to it remotely, press **5** followed by **#** for about a second each. The unit will erase the message that had been playing, and then play the next message saved.

Erasing All Messages Remotely: 0, 0,

To erase all incoming messages and the memo:

1. Gain remote access to the M1250 as described in "Accessing Your M1250 Remotely" (page 24).
2. Press **0** (zero) twice, followed by **#** once, for about a second each.
- Note:** This command does not erase either any voice mail boxes' messages or your outgoing messages.

Selecting Manual Answer Remotely: 6,

If you want your M1250 to ignore all subsequent calls while you're away from home, you can select the manual answer setting remotely.

To do this, call your unit and follow steps 1 through 4 to access the M1250. Then press **6** followed by **#** for about a second each. Your unit will turn off Auto Answer and will ignore all subsequent voice and fax calls (this also cancels the pager feature; see next item).

Turning On the Pager Function Remotely: 7,

As discussed earlier (see "Paging," pages 22–23), you can set your M1250 to call you each time a caller leaves a message on your answering machine. Better still, your M1250 even allows you to activate (and deactivate — see next item) this feature by remote control.

1. Gain remote access to the M1250 as described in "Accessing Your M1250 Remotely" (page 24).
2. Press **7** followed by **#** for about a second each.

Turning Off the Pager Function Remotely: 8,

To turn off the pager function:

1. Gain remote access to the M1250 as described in "Accessing Your M1250 Remotely" (page 24).
2. Press **8** followed by **#** for about a second each.

Ending Remote Operation

To cease remote operation, just hang up!

Note: If you don't enter a command within 60 seconds of entering your passcode, your M1250 will cut off remote operation automatically.

Also, the M1250 will cease remote operation if someone picks up either the M1250's handset or the handset of another phone on the line, or otherwise interferes with the connection (such as by activating a speakerphone or on-hook dialing speaker). See also "Branch Telephone Detection" (page 27).

Selecting Automatic Answer Remotely

What happens if you're miles away from your M1250 and you forgot to set it to answer calls automatically? No need to worry: you can instruct your M1250 to answer subsequent calls automatically by just calling your M1250 and letting it ring more than 20 times. The M1250 will change to answer subsequent calls automatically, although it won't respond to your call (*i. e.*, the one in which you let the M1250 ring more than 20 times.).

Disabling Remote Selection of Automatic Answer

If, for some reason, you wish to make the M1250 *unable* to switch back to Auto Answer as described above:

1. Press **Program** once, then press **Contrast** four times.

Set Remote TAD

Note: "TAD" means *Telephone Answering Device*.

2. Press **Mode**.

Remote TAD	ON
------------	----

This is the factory setting. To leave the M1250 able to switch back to Auto Answer when you let the unit ring more than 20 times, press **Stop** to cancel the operation. Otherwise, go to step 3.

4. Press **Program**.

Remote TAD	OFF
------------	-----

5. Press **Mode** to save the setting and return to standby.

Remote Access to Voice Mail Box System

In addition to letting you call in for usual remote access to the answering machine, your M1250 also provides remote access to its voice mail box system. And, you'll be glad to know, the appropriate commands are identical to those for the incoming message section. Another similarity is that you can perform multiple commands on the same phone call. The only difference is in how you first gain remote access.

Accessing Your Voice Mail Box Remotely

To access your voice mail box from a TouchTone telephone:

1. Call your M1250.
2. While your outgoing message is playing, press **#** for about a second.
3. Enter your two-digit voice mail box number, followed by **#**.
4. Enter your four-digit *voice mail box passcode* (**not** the remote access passcode), followed by **#**.

5. If the M1250 *does* accept the passcode you entered, you will hear one long beep, followed immediately by short beeps. The long beep means you're "in" — you can use remote access. The number of short beeps tells you how many messages (including any memo) are stored in the voice mail box.

If the M1250 *does not* accept the passcode you entered, you will hear three fast, short beeps. If so, enter the four-digit passcode (*not* preceded by **#**), just start with the passcode after the first time) more slowly, then press **#**. If the second attempt also fails, try once more. If the M1250 does not accept a caller's passcode after three attempts, it will hang up.

Note: As a security measure, your M1250's speaker is silent during any remote access operations; the only M1250 audio output during remote access is over the phone line to you. This assures that no one near the M1250 can listen in while you're operating remotely.

Note: Once you have gained remote access to your M1250, you may perform more than one remote operation on the same call. You needn't hang up and call back just to perform each new remote operation.

Playing (or Stopping the Playing of) Voice Mail Box Messages Remotely: 1,

To play your voice mail box messages while calling from another phone:

1. Gain remote access to the voice mail box (see above).
2. Press **1** followed by **#** for about a second each.

Your M1250 will beep once, then play the memo (if currently stored), followed by the incoming messages in chronological order. (However, see "Playback Order," page 27.) The M1250 will beep briefly between messages.

To stop playing the messages, press **1** and **#** again.

Repeating a Voice Mail Box Message Remotely: 2,

To return to the beginning of the message currently being played, press **2** followed by **#** for about a second each. After a brief pause, your M1250 will play the message again.

To hear the *previous* message, press **2** **#**, wait to hear the beep and then *immediately* press **2** **#** again.

Skipping a Voice Mail Box Message Remotely: 3,

To skip a voice mail box message while listening to it remotely, press **3** followed by **#** for about a second each. Your M1250 will skip the remainder of the current message and begin playing the next message. This does not erase the message you skipped.

Recording a Voice Mail Box Message Remotely: 4,

To record a message remotely into your voice mail box:

1. Gain remote access to the voice mail box (see left column).
2. Press **4** followed by **#** for about a second each.
3. After you hear a beep, speak clearly into the telephone handset.
4. When you have finished, press **#** to stop recording.

Erasing a Voice Mail Box Message Remotely: 5,

To erase a voice mail box message while listening to it remotely, press **5** followed by **#** for about a second each. The unit will erase the message that had been playing, and then play the next message in the voice mail box.

Erasing All Voice Mail Box Messages Remotely: 0, 0,

To erase all messages in the currently active voice mail box (but *no others*):

1. Gain remote access to the voice mail box (see left column).
2. Press **0** (zero) twice, followed by **#** once, for about a second each.

Ending Remote Voice Mail Box Operation

To cease remote voice mail box operation, just hang up!

Note: If you don't enter a command within 60 seconds of entering your passcode, your M1250 will cut off remote voice mail box operation automatically.

Also, the M1250 will cease remote voice mail box operation if someone picks up either the M1250's handset or the handset of another phone on the line, or otherwise interferes with the connection (such as by activating a speakerphone or on-hook dialing speaker). See also "Branch Telephone Detection" (page 27).

Batteries

Four AA alkaline batteries protect messages stored in your answering machine during brief power outages and when the M1250's power cord is unplugged. These batteries are designed to protect your digital messages for brief periods, so keep your fax plugged in unless you are moving it.

Your M1250 uses the batteries only when power to the unit fails for some reason. As a result, your batteries should last for many months. Before the batteries can no longer supply enough current to preserve your messages, the Batt lamp will flicker, warning you that it's time to replace the batteries.

Any time you have to unplug your M1250, first be sure it has working batteries onboard. And, by the same token, make sure your unit is plugged in whenever you replace the batteries. If you replace the batteries when the unit is unplugged, all recorded messages — including your second outgoing message — will be erased. See page 13 for battery installation information.

Note: For reasons relating to battery shelf-life, the starter set of batteries shipped with your M1250 are **not** alkaline batteries. We recommend that you obtain true alkaline batteries immediately after purchasing your M1250.

Toll Saver

When the Auto Answer lamp is lit, the number of times your M1250 will ring when called depends upon whether it is holding any voice messages. If there is neither an incoming message nor a memo stored, your M1250 will answer after *three* rings. But, if a memo *or* incoming message is stored on your answering machine, your M1250 will answer subsequent calls after *one* ring. (The presence of voice mail box messages makes no difference; the M1250 concerns itself here only with the memo and incoming messages.)

When you check your messages remotely, this *Toll Saver* feature helps you save on long-distance telephone charges. When you call from another telephone and hear your M1250 ring more than once, you know that there are no messages for you to hear and can hang up the telephone before the third ring. Most long-distance telephone services do not charge for calls unless the called party answers. Again: when operating in Auto Answer mode, your M1250 will answer after one ring if there is a memo or incoming message on your answering machine — *even if you've already played the stored recordings*. (This is why, if you wish to take advantage of the Toll Saver feature, it's a good idea to erase messages when you can.)

Note: When your M1250 is *not* in Auto Answer mode, how many times it rings when called is determined by a setting you make (see page 32).

If You Answer While the M1250 Is Recording

If, while the M1250 is recording an incoming message, you pick up the handset of either the M1250 or a connected second telephone (see page 37), your M1250 will turn off the answering machine and free the telephone line for your use.

The answering machine will record any portion of the incoming message left before you picked up the phone.

If you answer a call at the same time as the M1250, your answering machine may not detect that you are on the line, and could continue to play your outgoing message. To turn off the answering machine in this case, quickly depress the hook switch on your phone's cradle or press **Flash/Pause**. The resulting "flash" signal causes your M1250 to free the telephone line for your conversation.

Playback Order

Your M1250's answering machine is factory-set to play back messages in the order they were recorded, so that the most recently recorded message plays last. However, you may wish to change this setting. If so, see "Answering Machine Playback Order" (pages 53–54).

Telephone Features

Your M1250 is a personal communications center designed to satisfy your fax, answering machine and copier needs. You'll soon find it is also a full-featured phone, equipped with many handy conveniences. Indeed, you can use it to do one thing regular phones can't do: you can use the phone to make either voice calls or fax calls!

Note: When calling a remote fax machine either by using your fax machine's handset or by dialing on-hook (using **Monitor/Call**), wait until you hear fax reception tones and then press **Start** to transmit the document which is in the feeder of your fax machine.

Your fax machine's phone features include:

Redial

Pressing **Redial** automatically redials the last number you dialed.

If your M1250 encounters a busy signal when dialing (if you've either entered the number as an autodialer [one-touch or speed-dial] number or entered it using the numeric keypad), it will automatically redial the number three minutes later. If that attempt also fails, the M1250 will redial the number at three-minute intervals until it either reaches the desired number or has performed a total of six redials of this number, whichever comes first.

Important: If you encounter a busy signal on a call you have entered manually through the handset or by using **Monitor/Call**, you will need to redial manually by pressing this key.

Hold

During a telephone conversation, you can put the other person on *hold* by pressing **Hold** and hanging up the handset. To return to your call, pick up the handset and press **Hold** again. While you have the M1250 in Hold mode:

1. The monitor speaker lets you hear the audio from the other end of the line.
2. The M1250 beeps at one-minute intervals (up to six minutes) to remind you of the call on hold.
3. Your M1250's LCD shows:

Hold

If you don't pick up the call after six minutes, your M1250 hangs up automatically.

If you put a call on hold at the M1250, then pick up a phone in another room and finish the call there, you must go back to the M1250 and release it from hold by picking up the M1250's handset, pressing **Hold**, then hanging up the handset. Hanging up the second phone will *not* release the M1250 from hold.

Monitor/Call

Press **Monitor/Call** to get a dial tone for hands-free dialing. Dial the telephone number using the numeric keypad, a one-touch key, or a speed-dial number. If there's a document in the feeder and you're using the numeric keypad, press **Start** when the remote fax answers. When you use one-touch or speed-dial keys, your fax will attempt to transmit automatically; there's no need to press **Start**.

Telephone

Telephone Call Timer

It's easy to be aware of how long a telephone call is lasting (an especially helpful bit of information if it's long-distance) with your M1250's *telephone call timer*. For example, here's what the LCD shows if your current call has lasted two minutes and 48 seconds:

Tel 02:48

This timer display starts automatically, shortly after you've finished dialing, when you make a phone call with either the handset or **Monitor/Call**.

Note: While this display doesn't appear during a fax call, your M1250 does keep track of the length of each outgoing call, whether phone or fax. Use the M1250's reporting capabilities (see page 51) to check on the lengths of completed fax calls.

User Settings

Note: If you used the "EasyStart" feature (see page 5), you may already have performed a few of the settings described in this section.

Important: When these instructions ask you to press a letter key, such as **B** or **G**, use the "one-touch" keys on the right side of the control panel.

You can enter most of these settings at any time, and in any order, you want. However, you'll want to make two particular settings now so that you can begin fax communications immediately. Enter (or ignore) the other settings as you see fit.

Must-Do Setting #1: Date and Time

Your M1250's clock is protected from power failures by a long-life internal battery (not the batteries mentioned on pages 13 and 27).

To enter the date and time into your M1250:

1. Press **Program** four times.

Set Clock

2. Press **Mode**.

3. Use the numeric keypad to enter the date and time (24-hour format). Press **A** to move backward, or press **B** to move forward, in the sequence.

'95 03 10 14:30

For example, this setting is March 10, 1995, at 2:30 PM.

4. To save the change, press **Mode**. To abort the change, press **Stop**.

Must-Do Setting #2: Subscriber ID and TTI

In the United States, the Telephone Consumer Protection Act of 1991 requires each fax user to add his or her name and telephone number to any fax message. Fortunately, it's easy to set your M1250's *Subscriber ID* (your M1250's phone number) and *Transmit Terminal Identifier*, or *TTI* (your name or business name, as long as 25 characters). These two items appear at the top of each page you send.

To enter your name and fax number:

1. Press **Program** five times.

Enter Your TTI

2. Press **Mode**.

Set your TTI?

3. Press **Mode**.

4. Enter the name you want to appear at the top of your faxes. Make sure it doesn't exceed 25 characters. (Your fax machine's display will scroll to show more than four characters, if you enter them.) The two-digit number in the display shows how many characters you've entered.

ABCDEF 00

You can choose among uppercase letters, lowercase letters, numerals and symbols. Use one-touch keys **A** through **D**, as shown below, to select character choices, then use **Mode** to enter characters. (For spaces, use the leftmost or rightmost character in each line of choices.)

mnopqr 04 John

SELECT characters
WITHIN character sets

SELECT character sets

Note: If you make a mistake, press **Contrast** to erase, leftward. Then re-enter until the name is as you wish.

5. When the name is as you wish, press **Program**. The display will show:

Set your Fax#?

6. Press **Mode**.

7. Use the numeric keypad to enter your fax number, up to 20 characters in length. To put in a dash ["-"] for easier reading, as shown here, press **Hold** once. (However, note that each character counts against the 20 you're allowed.) The two-digit number at the left shows how many characters you've entered.

03 555-1245

Note: If you make a mistake, just press **Contrast** to erase, leftward. Then re-enter until the fax number is just as you want it.

8. When done, press **Program**.

Set Primary (Transmission) Mode

Your fax offers four standard transmission modes — three resolution options, plus grayscale — so every document arrives looking its best. See page 3 for more information on resolution and grayscale.

Note: This setting has no effect on the faxes you receive. The *sending* fax machine controls the resolution of the received fax document.

With this setting, you can tell the M1250 to use either *normal* ("Norm," as the LCD says it) or *fine* as a default transmission mode.

Note: To use superfine or grayscale, you must select that mode when you transmit (see the note following step 4). Neither can be set as a default in this procedure.

You always can change the resolution before sending (see the note following step 4), but this will be your default. To set the primary transmission mode:

1. Press **Program** six times. The LCD will show:

Set Fax Resol.

2. Press **Mode**. Depending on what you may already have set, the LCD will show:

Fax Resol. Norm

or Fax Resol. Fine

3. To change the setting from one to the other, press **Program**.

4. Press **Mode**.

Note: If you wish to override this primary transmission mode choice — or to select superfine ("SFine") or grayscale ("Gray") — when sending a fax (see pages 39–40), enter the document you wish to fax and press **Mode** until the display shows the mode you want. The transmission mode appears as the second item from the left. For example:

Fax Fine Norm

(The rightmost item shows the contrast setting. For more information on the contrast, see "Sending a Fax," page 39.)

After you have completed sending the fax for which you changed the transmission mode, the M1250 will return to its usual setting.

Set Number of Rings

You can determine whether, when it's not in Auto Answer (answering machine) mode, your M1250 will ring two or six times before it responds to a call.

1. Press **Program** eight times.

Set # of Rings

2. Press **Mode**. Depending on your M1250's current setting, the LCD will show either:

of Rings = 02

or

of Rings = 06

If you're satisfied with this setting, press **Mode**. Otherwise, go on to step 3.

3. Press **Program** to switch between one setting or the other. When the setting is as you wish, press **Mode** to finish.

Note: If the M1250 is in Auto Answer mode, the Toll Saver function (see page 27) will determine how many times it will ring, based on whether there is at least one message or memo stored on the M1250's answering machine.

Block Junk Fax

If activated, Block Junk Fax guards your machine from unauthorized faxes ("junk fax"); but, first, determine if it is right for you.

When you've activated Block Junk Fax and a fax call arrives, your M1250 checks to see if any phone number in your autodialer matches the last four digits of the remote fax machine's Subscriber ID. If it finds no such match, your M1250 disconnects the call. So, before activating this feature, consider:

- Not all fax machine owners enter their phone numbers in their Subscriber IDs. Indeed, some fax machines do not even have a Subscriber ID. So, using Block Junk Fax, your machine would reject faxes from these units.
- If some of your autodialer entries end with long distance access codes, Block Junk Fax will block out calls from those fax machines. (Those other fax users won't put *your* codes at the end of *their* Subscriber IDs, after all.)

To set Block Junk Fax either off or on:

1. Press **Program** nine times.

Block Junk Fax

2. Press **Mode**. Depending on the current setting, the LCD will show either:

Block Junk OFF

or Block Junk ON

If you're satisfied with this setting, press **Mode**. Otherwise, go on to step 3.

3. Press **Program** to switch between one setting or the other. When the setting is as you wish, press **Mode** to finish.

Set Silent Mode

By putting your M1250 into silent mode, you can simultaneously turn off both the ringer and beep that your M1250 makes after transmitting, receiving or making a copy. To change the silent mode setting:

1. Press **Program** 10 times.

Set Silent Mode

2. Press **Mode**. Depending on your M1250's current setting, the LCD will show either:

Silent Mode OFF

or

Silent Mode ON

If you're satisfied with this setting, press **Mode**. Otherwise, go on to step 3.

3. Press **Program** to switch between one setting or the other. When the setting is as you wish, press **Mode** to finish.

Note: Remember to turn silent mode back off when you want your M1250 to ring again.

Print User Settings

After you customize your M1250's user settings, print a list of settings for reference. You can do this at any time, saving you the trouble of going through all the various settings just to make sure everything is the way you want it — a particularly important consideration if you share this machine with others who may, sometimes, change the settings for one reason or another.

Note: Please refer to the index (pages 79–81) to locate more information on any setting which you find on the list but don't recognize.

To print a list of your M1250's user settings:

1. Press **Program**.

List Print

2. Press **Mode**.

Print Settings

To abort the printout, press **Stop**. Otherwise, go on to step 3.

3. Press **Mode**. The M1250 will print the list of user settings.

Clear All Settings

This command deletes all user information from your M1250 and returns all internal settings to their factory positions. Do not use this command unless you want to delete *all* user information — *every* setting (including passcodes) you've made on the fax and answering machines, plus any stored fax commands or voice messages — from your M1250. But if you *are* sure you want to do it:

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

Sure ?

The M1250 is giving you one last chance to change your mind. ("Are you sure?") If you decide to abort this operation without clearing the settings, press **Stop**. Otherwise, go on to step 2.

2. If you really want to clear all settings, press **Mode**.

Other Settings

We cover a variety of other settings in different chapters of these operating instructions. For example, we've saved those which are specifically related to the answering machine for its chapter (pages 17–27).

Additionally, there are special settings which many users may never need but, nonetheless, are available on your M1250. We cover those in "Custom Settings" (pages 53–56).

Reception

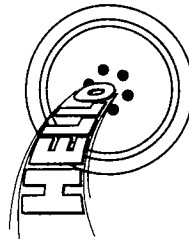
Your fax offers several ways to respond to incoming calls:

Reception Option	Operation
Tel Ready 13:36	Your M1250 ignores all calls. You answer each call manually using the fax's telephone handset or another telephone in your home or office.
Fax Ready 13:36	Your M1250 will answer all calls automatically and begin fax reception.
T/F Ready 13:36	Your M1250 will answer all calls automatically and, when you receive a voice call, alert you with a special ring.
Memo:0 ICM:00	(Auto Answer mode.) These messages alternate on the display when you have activated your M1250's answering machine. (See page 36 for a explanation of what they mean.)
Rec. : 12 min.	

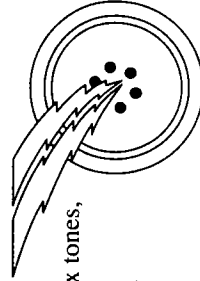
We'll explore these options more fully on the following pages.

Answering Calls Manually — for All Reception Modes

You can always answer calls manually. Just pick up the M1250's handset ...



If it's a normal voice call, go ahead and talk as you would normally.



If you hear distinctive fax tones, press **Start** and hang up. Fax reception will begin.

Tel Ready

Tel Ready is ideal if you have one telephone line that serves double duty for fax and business use.

To select Tel Ready:

1. If the green Telephone Answering Device lamp is lit, press **Answer** to turn off Auto Answer.
2. Press **Receive/Tone** until the LCD shows:

Tel Ready 11:02

In Tel Ready, your fax will never answer calls automatically. You must answer each call and handle it as described in the diagram (bottom, left column).

Fax Ready

Use Fax Ready if you have a dedicated line for the fax and receive voice calls on a separate line. In Fax Ready, your fax answers all calls, exchanges standard fax tones with the transmitting unit and then attempts reception.

To select Fax Ready:

1. If the green Telephone Answering Device lamp is lit, press **Answer** to turn off Auto Answer.
2. Press **Receive/Tone** until the LCD shows:

Fax Ready 11:30

T/F Ready

T/F ("Te/Fax") Ready is a good choice if you don't have a dedicated fax line and you receive about an equal mix of fax and voice calls. In T/F Ready, your M1250:

- Begins reception automatically on incoming fax calls.
- Sounds a special ring for about 30 seconds when a voice call comes in.

In T/F Ready, you still can answer calls manually before M1250 answers.

To use T/F Ready:

1. If the green Telephone Answering Device lamp is lit, press **Answer** to turn off Auto Answer.
2. Press **Receive/Tone** until the LCD shows:

T/F Ready 12:03

Silent Fax Operation in T/F Ready

If you use your M1250 in quiet surroundings, you'll appreciate its ability to operate silently while in T/F Ready. When set for this type of operation, the M1250 will *not* ring when fax calls come in, but rather, will receive and print each fax quietly.

Note: The M1250 will sound a brief series of short alert beeps if there's an error (see "Troubleshooting," pages 61–63).

When a voice call comes into the M1250 while it's set for silent fax operation in T/F Ready, the M1250 sounds a special ring. This lets you know you have a voice call, so you can pick up the handset and answer normally.

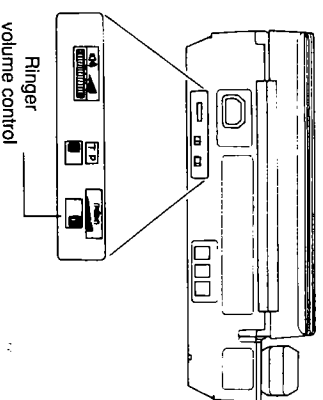
To set up silent fax operation in T/F Ready:

1. Make sure the M1250 is not in Auto Answer mode by pressing **Answer** until the green "Telephone Answering Device" light is not lit.
2. Press **Receive/Tone** until the LCD shows:

T/F Ready 17:07

3. Set the ringer volume control to **Off**.

Note: Of course, just because you turn off your M1250's ringer doesn't silence the ringers on any other phones on the same line in your home or office. Other phones don't share your M1250's ability to tell the difference between fax and voice calls.



Answering Machine Mode (Auto Answer)

When you put your M1250 into Auto Answer (see "Answering Machine," pages 17–27), a caller can either leave a voice message, send a fax or do both on the same call. Your M1250, as is true for all Muratec fax machines, is smart enough to tell the difference and will take care of the call accordingly.

Turning On Auto Answer

Note: Before you can turn on Auto Answer, you must record two outgoing messages (see pages 14–16)

To put your M1250 into Auto Answer mode, press **Answer**. This lights the green Telephone Answering Device lamp. Your M1250 now will answer calls after three rings if no memo or incoming message is stored, or after one ring if at least one incoming message is stored (see "Toll Saver," page 27.) The answering machine will save voice messages and the fax machine will print faxes.

While Auto Answer is on, your M1250's LCD shows two alternating messages:

Memo: 0 ICM:00

 and

Rec.: 12 min.

These displays tell you:

- If a memo has been recorded
- How many incoming messages ("ICM") are stored
- How many minutes of remaining recording capability remain.

Turning Off Auto Answer

If Auto Answer is on and you wish to turn it off, press **Answer** to turn off Auto Answer (thus turning off the Telephone Answering Device lamp). Your M1250's answering machine is now turned off and thus will ignore incoming phone calls, so you can answer them manually. However, any messages, memos or voice mail box messages stored on the answering machine are still intact and can be recalled the next time you reactivate Auto Answer.

Reception in Auto Answer

When your M1250 is in Auto Answer and a call comes in, the answering machine part answers first. The fax part of your M1250 listens silently while your answering machine's outgoing message plays; callers making voice calls won't know the fax part is there, waiting. But, if your fax detects standard fax transmission tones at any time, it will discontinue answering machine functions and begin fax reception.

Using Other Telephones on Your Line

Using a Second Phone Attached to Your M1250

Your Muratec M1250 fax machine lets you combine the mobility offered by your cordless phone (or any other second telephone which normally connects with a regular wall jack) with the convenience of fax communication.

To attach a second phone to your M1250:

1. Attach the phone cord from the second phone to the **PHONE2** jack on the back of the M1250.
2. Put your M1250 into Tel Ready (see page 35).

This allows you to conduct normal conversations on your second phone. If you answer the second phone and hear fax tones:

1. While leaving the second phone off the hook, pick up your M1250's handset. This "wakes up" your M1250 to the call, which it ignored at first when you picked up the second phone.
2. Hang up the second phone (but **not** your M1250).
3. Press **Start**. The LCD will show:

Receive

This indicates your M1250 now recognizes the call as a fax call and will proceed from here with normal fax reception.

4. Hang up the M1250's handset.

Using a Second Phone Not Attached to Your M1250

What if you answer a fax call in another room, using a phone which *isn't* attached to your M1250? Here's how to handle it:

1. Don't hang up. Put down the phone's handset. (If the phone on which you answer has a "hold" feature, you may use it.)
2. Walk to your M1250, pick up its handset and press **Start**.
3. Hang up the fax handset. Then return to the telephone and hang up its handset (if you didn't use a Hold feature as mentioned in step 1).

Important: Because of the way all fax machines transmit, you have approximately 10 seconds in which to walk from the other phone, pick up the M1250's handset and press **Start** before the calling fax machine disconnects.

What if you don't make it in time? Well, most fax machines (including your Muratec M1250) will try to redial a call which failed, so you may shortly get another chance to receive that fax.

"Being Called" Display

When your fax machine answers a call, you will see the following display:

Being Called

If the call is from a fax, the LCD will display the remote fax's TTI.

214-403-3465

Note: Not all fax machine users set their TTIs (although law requires it; see page 31). If you receive a blank screen at this point, you're getting a fax from a machine on which no TTI was set.

The next message which appears indicates you're receiving a fax message and tells the resolution at which you're receiving it.

Receive	Norm
---------	------

Note: The resolution of a fax transmission is determined by the sending fax machine. For more information on resolution, see page 3. For information on how you make resolution settings for *your* transmissions, see page 32.

Low-Paper Warning

When your M1250 is nearly out of paper, a "low-paper" line (usually reddish-pink in color) will begin to appear on the underside of the page as it feeds out of the machine. The closer your M1250 gets to the end of the roll, the deeper in color the line will appear. Of course, your fax machine cannot print fax messages without paper.

However . . .

Out-of-Paper Reception

If your M1250 runs out of paper while you are away, it will store into memory up to 24 pages of incoming documents. This is called *out-of-paper reception*. When you put in more paper, the fax machine will print these messages automatically!

Note: How many pages your M1250 can store for out-of-paper reception at any given time is governed by not only the M1250's then-available memory capacity but also the types of documents being sent — and the resolution settings at which the documents are sent — to your M1250. The 24-page figure is based on an M1250 on which you have no commands or documents stored in memory and no voice messages (memo, incoming or voice mail box) stored on the answering machine; it refers to white pages which are relatively light in text and graphics and are sent to your M1250 at normal resolution.

Detection of Silent Fax Machines

Some older fax machines don't send out fax tones when transmitting. If you're using your M1250 in Auto Answer mode, this has the potential to be a problem: under these circumstances, your M1250 would fail to recognize the device calling it as a fax machine, thus causing your M1250's answering machine to record silence and use up part of its storage capacity. However, your M1250 can accommodate these fax machines without disrupting your answering machine operation. With *silent fax detection* activated in Auto Answer, your M1250 gives the caller six seconds to begin speaking after the answering machine starts recording. If there's no voice response, your M1250 will attempt fax reception. See page 55 for information on activating this capability in your M1250.

Call Request

This feature allows you to send or receive a fax message and carry on a voice conversation on the same call, regardless of whether you are the transmitter or recipient of the fax message.

For this feature to work, the remote fax machine must have a similar call-reserve capability. You may fax first and then talk, or talk first and then fax.

Faxing/Receiving First, Then Talking

To send/receive a fax first and then talk:

1. While your M1250 is transmitting or receiving the fax, press **Monitor/Call**.

Call Requested

2. At the remote fax machine, the ringer will ring after each page is printed (whether it is printed there or on your M1250, depending upon which is sending and which is receiving).
3. If someone answers at the remote fax machine, your fax machine will ring several times. If so, pick up the handset. In a few seconds, the line will open and you can begin your conversation.

Talking First, Then Sending a Fax

To talk first and then send a fax:

1. Before hanging up, insert a document into your M1250.
2. At the end of your conversation, tell the remote fax machine operator to press **Start** and to hang up his/her handset.
3. When you hear fax tones, press **Start** and hang up your machine's handset.

Talking First, Then Receiving a Fax

To talk first and then receive a fax:

1. At the end of your conversation, tell the remote fax machine operator to press **Start** and to hang up his/her handset.
2. When you hear fax tones, press **Start** and hang up your machine's handset.

Responding to a Requested Call

If someone requests a call from you, you'll hear a long ring after each page is sent or received. To answer the call request:

1. Pick up your fax machine's handset.
2. Press **Stop**.
3. Wait a few seconds, during which you may hear a brief series of fax tones. Shortly, the person at the other end of the line will answer and the line will open. You and the other person now can converse.

Sending a Fax

Your M1250 will communicate with virtually any other modern fax machine in the world. You can transmit a piece of normal-weight paper as small as a notepad or one nearly three feet long! The exact dimensions for a single-sheet transmission are:

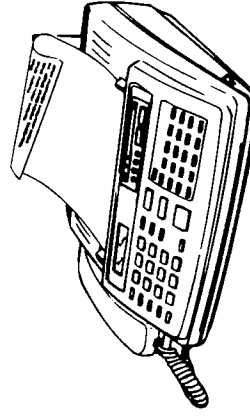
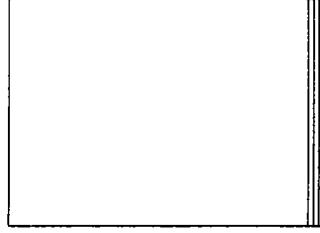
Maximum:	8.5" x 35.4"
Minimum:	4.7" x 3.9"

Do **not** transmit:

- Folded, curled, torn, wrinkled or very thin pages
- Documents carrying staples, glue, tape, paper clips or still-wet correction fluid
- "Sticky notes"
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side.

Inserting Pages

1. Adjust the document guides to fit the pages you're transmitting. Your document feeder will accommodate up to 10 pages.
For multi-page documents, fan the pages slightly (see right). The first page of the fax should extend just slightly from the rest.



2. Insert the document face down (see left).
The M1250 will "grab" the first page of the document and position it for faxing.

Resolution

Use **Mode** to select the proper transmission resolution for your document:

- **Normal** is suitable for most typed documents and simple drawings.
- **Fine** is ideal for maps, moderately complicated drawings, floorplans or handwritten documents.
- **Superfine** reproduces the detail of extremely complicated drawings or line art.
- **Grayscale** is used to capture halftones in photographs or drawings.

Note: You can send in superfine mode to any fax machine with Group 3 superfine capabilities and any Muratec fax machine with superfine capabilities; other fax machines will receive a superfine transmission in fine mode. You can send in grayscale mode to any Group 3 machine, even those without grayscale transmission capabilities.

Contrast

Use **Contrast** to select the proper transmission contrast for your document:

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

Note: Until becoming accustomed to using the Light and Dark settings, you might tend to confuse them. Just remember what we say above — "Light lightens" and "Dark darkens" — to keep it straight!

Special Dialing Characters

Your fax machine provides special dialing characters for entering autodialer numbers and telephone numbers for transmission and polling, or when dialing through special telephone exchanges. Please see page 45 for more information on special dialing characters.

Transmission

Regular Transmission

1. Insert the document. Adjust the resolution and contrast as desired.

Fax Norm Light

The document here is set to transmit at normal resolution and light contrast.

2. Enter the remote fax number using the numeric keypad, a one-touch key or a speed-dial number. (If you use a one-touch key, skip to step 4.)

912145551985

As you can see, you enter any access codes along with the number.

Note: For more information on one-touch and speed-dial numbers, see pages 45–49.

3. Press **Start**.

Note: If you are using a one-touch key, there's no need to press **Start**.

4. When a remote machine answers, the LCD shows that your M1250 is transmitting and indicates the resolution and contrast settings in use.

Tx Norm Light

Note: "Tx" is short for *transmit*.

If the remote fax machine is busy, your M1250 will automatically attempt the call again (see page 43).

Transmission With the Handset or Monitor

1. Insert the document. Adjust the contrast and resolution as desired.

Fax Norm Norm

The document here is set to transmit at normal resolution and normal contrast.

2. Pick up the handset, or press **Monitor/Call**.

3. Listen for a dial tone.

4. Enter the remote fax number using the numeric keypad, a one-touch key or a speed-dial number.

912145551985

As you can see, you enter any access codes along with the number.

Note: For more information on one-touch and speed-dial numbers, see pages 45–49.

5. Wait for the other fax machine to answer.

Note: If a person answers the phone, explain quickly that you're sending a fax and ask the person to press **Start** on the remote machine.

If you get either a busy signal or no answer, hang up (either hang up the handset or press **Monitor/Call**) and try again later. The M1250 will not redial a call placed with the handset off the hook or through the monitor.

6. When you hear fax tones from the unit you're calling, press **Start**.

7. If you're using the handset, hang it up.

If you're using the monitor, you needn't do anything else: the M1250 will take it from here.

Memory Transmission

Your M1250 is blessed with a great memory! And, because it is, it can complete fax jobs more quickly than would be possible otherwise. By automatically scanning your fax document into, and then transmitting from, its memory — rather than scanning and transmitting the document only as quickly as the receiving machine can receive it — your M1250 can hand you back your original document more rapidly.

And here's a real money-saver on long-distance calls: if transmitting to a memory-equipped Muratec fax machine, your M1250 will send the document directly into the remote machine's memory and hang up, cutting the actual on-line time to a minimum (the remote fax machine then prints the message from its memory).

Better still: set up a delayed command (see right) to send your document to that remote Muratec fax machine after hours, and you'll save two ways on the call — not only will the call itself be a short one, but the line charges will be cheaper!

Note: Although it's often best to transmit from memory, be aware that certain types of documents can quickly exhaust your M1250's memory supply (which, as you'll recall, also must support the answering machine). Obviously, documents with large numbers of pages qualify as big "memory-eaters"; so do documents with lots of dark areas, since darker pages create more data for your M1250 to "remember" and send. When the M1250's memory supply is full, it can transmit only in regular, non-memory mode.

To transmit from memory:

1. Insert the document. Adjust the resolution and contrast as desired.

Fax Sfine Norm

This document is set to transmit at superfine resolution and normal contrast.

2. Press **Broadcast**.

Memory Trans.

3. Enter the remote fax number using the numeric keypad, a one-touch key or a speed-dial number.

912145551985

As you can see, you enter any access codes along with the number.

Note: For more information on one-touch and speed-dial numbers, see pages 45–49.

4. Press **Start**. The M1250 will immediately scan the document into memory for immediate transmission.

Mem Sfine Norm

Note: To cancel a memory transmission in progress, press **Stop**.

Delayed Transmission

Take advantage of lower evening long-distance rates with *delayed transmission*. Your fax can store up to five delayed transmission commands, each of which you can program up to 31 days in advance.

To program a delayed transmission:

1. Insert the document.
2. Press **Broadcast**.

Memory Trans.

3. Enter the remote fax number using a one-touch key, speed-dial number, or the numeric keypad. Enter any required access codes along with the number. If you need not dial any codes, enter only the remote fax number.

Note: For more information on one-touch and speed-dial numbers, see pages 45–49.

4. Press **Mode**.

Command Stored

5. Press **Program**.

6. Use the numeric keypad to enter the date, hour and minute when you want your M1250 to carry out the delayed transmission. (If you wish to skip to the left or right, press **A** to move leftward or **B** to move rightward.)

Time : 12,13:39

In the example, the 12th is the date for the delayed transmission, and 1:39 PM is the time scheduled.

Note: As you'll notice, your M1250 asks you for only the date for the command, not the month. So, if you want to program a delayed transmission to occur on the same day of next month, be sure to wait until after the desired time before you program — or your M1250 understandably will perform the transmission today!

For example, if it's July 31 and you want your M1250 to do something at 5:05 PM on August 31, wait until after 5:05 PM on July 31 to program the command. (Of course, the simplest way around this is to wait, if possible, until the next day to do the programming!)

7. Press **Start**. Your M1250 will scan in the document, storing it into memory. At the appropriate time on the date you've set in step 6, your M1250 will carry out this delayed transmission command.

T/F Ready *17:24

The asterisk shown by the time on the LCD indicates the M1250 is holding at least one delayed transmission command.

Reviewing Delayed Transmission Commands

Because your M1250 can store multiple delayed transmission commands — and for up to 31 days at that — you could easily forget just what you've set the M1250 to do. So must you keep a written record of these commands, or keep the original documents close at hand? Well, you could, but it's not necessary, because your M1250 provides ways to check this.

Using the LCD to View Delayed Commands

To use the LCD to view stored delayed transmission commands:

1. Press **Broadcast**.

Memory Trans.

2. Press **Program**. The LCD will show the first nine characters of the phone number to which the M1250 is to send the first delayed transmission.

Here are samples of what you might see, depending on the number's length:

COM1 : 403-2009

Here, the whole number fits on-screen.

COM1 : 9-1-214-4

Here, only part of the number shows.

Note: The M1250 refers internally to each delayed transmission command by a number — for example, *Command 1* (or "COM1," as the LCD abbreviates it). So, if you have cancelled Command 1 since setting it (see "Cancelling Delayed Transmission Commands," page 43) and then stored no more, the M1250 will show you Command 2 first because it now has *no* Command 1 stored. However, when you then store a new command, it will become the *new* Command 1.

Note: If there are no commands stored, the M1250 will beep and display:

No Comm. Stored

3. When done viewing one command, press **Program** to see the next one.
4. Repeat step 3 until you have viewed all commands you wish to see. When finished, press **Stop** to return to standby.

Printing a List of Delayed Commands

Your M1250 can print a list of all the delayed transmission commands stored in its memory. This list includes the command's designated command number (as discussed in step 2 of "Using the LCD to View Delayed Commands," above), the full phone number which it is to dial, the date and time when it is to occur and whether it is a memory transmission or a broadcast transmission (see "Broadcasting," page 44).

To print a list of all the delayed commands currently stored in your M1250:

1. Press **Program**.

List Print

2. Press **Mode**.

Print Settings

3. Press **Program** three times.

Print Commands

4. Press **Mode**. Your M1250 will print the list.

Note: If there are no delayed commands stored, your M1250 will emit three short beeps, and display the following before returning to standby:

Not Stored

Printing Documents Stored in Memory

Perhaps you need to recall not only *when* the command is going but *what* it's sending! And, yes, the M1250 can help you there too: it lets you print the actual stored documents themselves. Here's how:

1. Press **Broadcast**.

Memory Trans.

2. Press **Program**. A stored command will appear.

COM1 : 9-1-214-4

Note: If there are no delayed commands stored, your M1250 will emit three short beeps, and display the following before returning to standby:

No Comm. Stored

3. If this is the command whose document you wish to print, skip to step 4. If you wish to print a different command, press **Program** until the one you want appears.

Note: If you're not sure which one is the right one, press **Stop** to abort this operation and print a list of delayed commands, as described in "Printing a List of Delayed Commands," above. Then repeat this procedure from step 1.

4. Press **Copy**. Your M1250 will print the document.

Cancelling a Delayed Transmission Command

If you've stored a delayed transmission command in your M1250, it will hold it in memory until it either carries out the command successfully or has redialed the number six times (see "Automatic Redial," right column).

To cancel a stored delayed transmission command:

1. Press **Broadcast**.
Memory Trans.
2. Press **Program**. A stored command will appear.
COM1 : 9-1-214-4
- Note:** If there are no commands stored, the M1250 will beep and display:
No Comm. Stored
3. If this is the command you wish to cancel, skip to step 4.
To cancel a different command, press **Program** until the one you want appears.
- Note:** If you're not sure which one is the right one, press **Stop** to abort this operation and print a list of delayed commands, as described in "Printing a List of Delayed Commands," page 42. Then repeat this procedure from step 1.
4. Press **Contrast**. The LCD will show:
COM1 : Erased ... and then, one of two other messages ...
either the next command in the queue ... COM2 : 555-1883
or, if you don't have any more stored ... No Comm. Stored
5. If you do have more commands stored, you may now either:
 - (a.) Cancel another command by repeating steps 3-4 (when there remains no delayed command, your M1250 will return to standby) ... or ...
 - (b.) Press **Stop** to return the M1250 to standby.

Erased Commands

If the power goes off or someone unplugs your M1250, it's up to the battery backup system (see page 13) to preserve any delayed commands which you may have stored. However, if the batteries then are exhausted, the M1250 will "forget" any delayed commands stored in it. If this occurs, the M1250 will automatically print for you a warning sheet, alerting you that the commands were erased, when the M1250 is powered up again.

Automatic Redial

When your M1250 encounters a busy signal, it will automatically attempt to redial the number if you tried to transmit using a one-touch key, a speed-dial number, or a number entered on the numeric keypad (but only if you weren't using either the telephone handset or the Monitor.) The M1250 will wait three minutes between redialings; it will attempt up to six automatic redials, one every three minutes. If a sixth redial fails, the M1250 will abandon the transmission attempt and print out an error message (see pages 62-63).

Redialing Manually

If you have dialed a number manually — either with the handset or by pressing **Monitor/Call** — your M1250 will not redial automatically; so you'll have to redial manually. To redial a fax number, simply place the document in the feeder, press **Redial**, then **Start**. To redial a voice number:

1. Pick up the handset or press **Monitor/Call**.
2. Press **Redial**.

Dialing Pause

You can include short pauses in your dialing sequences to simplify long-distance dialing. Some long-distance systems require dialing pauses, and they often are useful when dialing through special telephone exchanges.

To enter a pause when dialing or in your autodialer, press **Flash/Pause** where you want your fax to pause in the dialing sequence. (A "-" will appear on the display.) You may use as many pauses as you like, but remember that each pause uses two of the characters you're allocated in dialing. Each standalone pause lasts 3.5 seconds, while each *consecutive* pause after that adds one additional second to the preceding pause. Here are some examples:

- Pressing **Flash/Pause** only once produces one 3.5-second pause
- Pressing **Flash/Pause** twice in a row produces one 4.5-second pause
- Pressing **Flash/Pause, 9, Flash/Pause, 12144032009** produces [3.5-second pause] [9] [3.5-second-pause] [12144032009]

Broadcasting

The fastest way to fax one document to multiple recipients is *broadcasting* — and your Muratec M1250 can do it.

The M1250 lets you can enter up to five numbers, then stores the document into memory and sends it to each of the numbers in turn.

Note: Even if you're performing the broadcast right now (see "Broadcasting Now," below), each number you enter will count as one delayed command. So, if you've already stored any delayed commands, this will reduce the quantity of numbers to which you may broadcast.

Broadcasting Now

1. Insert the document. Adjust the contrast and resolution as desired.
2. Press **Broadcast** twice.

Broadcast

3. Enter the first remote fax number using a one-touch key, speed-dial number or the numeric keypad.

1-214-555-1985

Note: For more information on one-touch and speed-dial numbers, see pages 45–49.

4. Press **Mode**.

Command Stored

5. For each successive number except the final one, repeat steps 3–4. However, after the last number, just press **Start (not Mode)** to begin the broadcast.

Your M1250 will scan the document into memory and then send it to each number you've entered.

Delayed Broadcasting

To set up a broadcast to go later rather than now:

1. Follow steps 1–4 described under "Broadcasting Now," above.
2. After you've entered the last number to be called, press **Program**.

Time : 03, 10:59

3. Use the numeric keypad to enter the date, hour and minute when you want your M1250 to carry out the delayed broadcast.

Time : 11, 20:30

In the example, the 11th is the date for the delayed broadcast, and 8:30 PM is the time scheduled.

Note: If you want to program a delayed broadcast to occur on the same day of next month, wait until after the desired time before you program. (See page 41.)

4. Press **Start**. The M1250 will scan the document into memory, then return to standby. An asterisk will appear in the display to indicate that a delayed command is stored.

T/F Ready *10:59

On the date and at the time you've specified, your M1250 will send it to each number you've entered.

Note: For information on using your M1250 to help another Muratec fax machine perform more complex broadcasts, see "Relay Broadcast Initiation," page 52.

Making Copies

Your M1250 serves as a handy copier for your insurance forms, receipts and letters. It can make copies one at a time or produce up to 99 copies from one original.

To make copies:

1. Insert the page to be copied. (See "Inserting Pages," page 39.)
2. Insert the document face down. The fax machine will "grab" the first page of the document and position it for copying.
3. If you want to make only one copy of the document, skip to step 4.

If you want to make multiple copies of the document, use the numeric keypad to enter the quantity of copies you desire. (If it's fewer than 10, enter a leading zero, as shown below.) You may specify as many as 99 copies.

04

4. Press **Copy**.

If you wanted only one copy, the M1250 will scan the document and print the copy as it goes. If you specified more than one copy, the M1250 will scan the document into memory and then print the copies.

In case you're copying a thermal paper document and have trouble remembering which document is which, just remember that the M1250 feeds the *copy* out the *back* of the unit (as if it were an incoming fax) and feeds the *original* out the *front* of the unit (as if it were an outgoing fax).

Autodialer

Your M1250's *autodialer* is one of its most versatile features. It stores up to 120 fax and phone numbers — 20 one-touch phone-only numbers, 20 one-touch fax-only numbers and 80 speed-dial numbers for fax calls or phone calls. Even the most complicated international calls now are only a few keystrokes away. The autodialer simplifies the dialing of whomever you call or fax most often.

We'll explain shortly how to store your favorite (or at least most frequently called) numbers into the M1250's autodialer. First, however, here are a few bits of information you'll find helpful as you proceed.

Using Special Dialing Characters

Which number is easier to read: 912145552938 or 9-1-214-555-2938?

Obviously, it's the latter, which separates the phone number into its various parts. Imagine how much more important this is when using special long-distance access codes, country codes for international calling and so forth.

Additionally, certain calls may require special symbols, in addition to just numerals, to get through. If you make calls to foreign countries or just have your M1250 on an unusual phone system, you'll want to be able to put the appropriate characters in the phone numbers you store. Otherwise, your M1250's autodialer won't be so "auto" after all!

Now you can appreciate the value of the *special dialing characters* your M1250 makes available. Here's a brief description of these characters and how you can put them in the numbers you store in your fax machine's autodialer:

Char.	Key to Press	Times to Press Key	Usability
-	Hold	Once	Makes long numbers easier to read. <i>Does not change M1250 operation.</i>
!	Hold	Twice	Instructs M1250 to pause until it detects a dial tone.
-/	Flash/Pause	Once	Enters a pause. (See page 43 for an explanation of pause duration.) You may use as many pause characters as you like, but each uses two of the characters you can store in one phone number.
-!	Receive/Tone	Once	If your fax machine operates on a rotary (not TouchTone®) phone line, switches from rotary dialing to tone (DTMF) dialing. Use after the actual phone number but before any characters (such as a long distance carrier's access code) which must be in DTMF tone. Do not use on a TouchTone line.

Your M1250's Clever Autodialer

Fax-or-Phone Sensing

When you command your M1250's autodialer to dial one of up to 100 stored numbers (we'll get to those other 20 in the following discussion, "100+20" Autodialing"), it uses some common sense to determine what to do:

- If you have a document in the feeder, your M1250 makes a fax call, regardless of how you dial.
- If you have the handset off the hook or have pressed **Monitor/Call** to get a dial tone, it makes a regular phone call. (There must be **no** document in the feeder.)

Therefore, at any given time, any one of those 100 numbers can be either a fax number or a phone number. How you use each number is completely up to you.

"100+20" Autodialing

The 20 one-touch keys (A through T) on the right side of your M1250's control panel do double duty. Not only can each one-touch key store one fax-or-phone number; it also stores a *voice-only* number. This "100+20" *autodialing* allows you to have a 100-number fax-and-phone autodialer and 20-number phone-only autodialer built into your M1250!

One-Touch Numbers

Dialing a One-Touch Fax Number

To dial a one-touch number stored as a fax-only number:

1. Insert a document into the feeder.
2. Press the appropriate one-touch key. For example, press **A** to dial one-touch number A.

Your M1250 will automatically start dialing up the fax number. There's no need to press **Start**.

Note: If you press a key for which there is no stored number, the M1250 will briefly display the following, then return to standby:

Not Stored

Dialing a One-Touch Phone Number

To dial a one-touch number stored as a phone number:

1. Make sure there's no document in the feeder.
2. Either take the handset off the hook or press **Monitor/Call** to use the monitor.
3. Press the appropriate one-touch key. For example, press **A** to dial one-touch number A.

Your M1250 will automatically start dialing the phone number.

Note: If you press a key for which there is no stored number, the M1250 will briefly display the following, then return to standby:

Not Stored

Entering/Changing a One-Touch Number

1. Press **Program** twice.

Set One-Touch

2. Press **Mode**.

Select A - T

3. Press the desired one-touch key. Here, we've pressed **B**.

Fax No. : B

Note: If you press a one-touch key for which there is no stored number, your M1250 will briefly display one of the following messages, then return to standby:

Not Stored

To enter a fax number (rather than a phone number), skip to step 5.

Note: If you change your mind and wish to select a different one-touch key, press **Stop** to abort the operation, then return to step 1.

4. To enter a voice number, press **Program**.

Tel No. : B

5. Press **Mode**.

Location ID

You may want to enter a name — a *Location ID* — for this number. Any time you print a list of your one-touch numbers (see page 47), your M1250 prints this information along with each number.

To enter a Location ID, go to step 6. To proceed with entering the number, skip to step 7.

6. Enter the desired Location ID for this one-touch number. Make sure it doesn't exceed 12 characters. (Your fax machine's display will scroll to show more than four characters, if you enter them.) The two-digit number in the display shows how many characters you've entered.

ABCDEF 00

You can choose among uppercase letters, lowercase letters, numerals and symbols. Use one-touch keys **A** through **D**, as shown below, to select character choices, then use **Mode** to enter characters. (For spaces, use the leftmost or rightmost character in each line of choices.)

mnpqrs 04 John

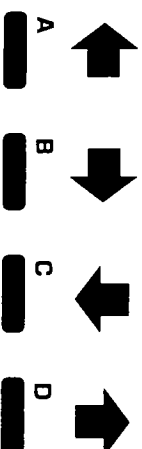
SELECT characters
within character sets

Note: If you make a mistake,

press **Contrast** to erase, leftward. Then re-enter until the name is as you wish.

7. Press **Program**.

Tel Number



8. Press **Mode**.

9. Use the numeric keypad to enter the phone number. (Remember also the special dialing characters, as explained on the previous page.) You may store a fax/phone number up to 40 characters in length.

9 - 1 - 714 - 555 - 1825

Note: To view characters beyond the 16 currently visible, press **A** or **B** to scroll back and forth. To change any of the characters, press **A** or **B** to position the cursor (the underline) under the character you wish to change. Press **Contrast** to erase the character, then use the numeric keypad to enter the character you want.

10. Press **Mode**.

Select A - T

11. To enter another one-touch number, repeat steps 1–10.

To return to standby, press **Stop**.

12. Using a pencil or erasable-ink pen, label each one-touch key as a handy reminder of whom it calls.

Erasing a One-Touch Number

1. Press **Program** twice.

Set One-Touch

2. Press **Mode**.

Select A - T

3. Press the desired one-touch key.

Fax No. : C

Here, we've pressed **C**.

Note: If you change your mind and wish to select a different one-touch key, press **Stop** to abort the operation, then return to step 1.

4. To go ahead and erase the number, press **Contrast**.

If you've selected a key for which there is a stored number, you'll see:

Directory Erased

... and then ...

Select A - T

Note: If you press a key for which there is no stored number, you'll see the following messages:

Not Stored

... and then ...

Select A - T

Press a key with a stored number; then, repeat step 4.

5. To erase another one-touch number, repeat steps 3–4.

To return to standby, press **Stop**.

6. Erase any label you may have written over each erased one-touch key.

Printing a One-Touch List

Your fax will print a list of one-touch numbers any time you need it. The list includes the one-touch letter, the type of number (*Telephone* or *Fax*), the Location ID (if any) and the telephone number.

To print a list of your one-touch numbers:

1. Press **Program**.

List Print

2. Press **Mode**.

Print Settings

3. Press **Program**.

Print One-Touch

To abort the printout, press **Stop**. Otherwise, go on to step 4.

4. Press **Mode**. The M1250 will print the list of one-touch numbers.

Speed-Dial Numbers

Your M1250 will store 80 speed-dial numbers. You may use each speed-dial number as either a fax or phone number. If you command the autodialer to dial a speed-dial number, the M1250 chooses which way to dial — *i.e.*, as a fax machine or just as a phone — based on whether there's a document in the feeder. If there is, it dials as a fax machine; if there isn't, it dials as a phone.

Dialing a Speed-Dial Number as a Fax Number

To dial a speed-dial number as a fax number:

1. Insert a document into the feeder.
2. Press **Speed Dial**.

()
3. Use the numeric keypad to enter the two-digit code number (01–80) of the desired speed-dial number. Here, we've entered **06**.

(06)

Note: If you enter a code number for which there is no stored number, the M1250 will briefly display the following, then return to standby:

Not Stored

4. Press **Start**. Your M1250 will dial the number as a fax number.

Dialing a Speed-Dial Number as a Phone Number

To dial a one-touch number stored as a phone number:

1. Make sure there's no document in the feeder.
2. Either take the handset off the hook or press **Monitor/Call** to use the monitor.
3. Press **Speed Dial**.

()
4. Use the numeric keypad to enter the two-digit code number (01–80) of the desired speed-dial number. Here, we've entered **12**.

(12)

Note: If you enter a code number for which there is no stored number, the M1250 will briefly display the following, then return to standby:

Not Stored

Entering/Changing a Speed-Dial Number

1. Press **Program** three times.

Set Speed-Dial

2. Press **Mode**.

Select 1-80 : 01

If you want to enter or change speed-dial number 01, skip to step 4. Otherwise, go on to step 3.

3. Use the numeric keypad to enter the desired two-digit speed-dial code. Here, we've pressed **06**.

Select 1-80 : 06

Note: If you change your mind and wish to select a different speed-dial number, just use the numeric keypad until you have put the desired number in the display.

4. Press **Mode**.

Location ID

You may want to enter a name — a *Location ID* — for this number. Any time you print a list of your speed-dial numbers (see page 49), your M1250 prints this information along with each number.

To enter a Location ID, go to step 5. To proceed with entering the number, skip to step 6.

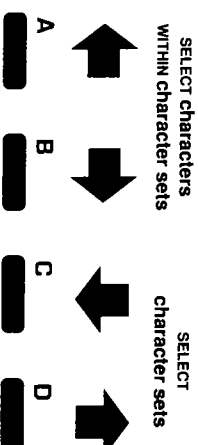
5. Enter the desired Location ID for this speed-dial number. Make sure it doesn't exceed 12 characters. (Your fax machine's display will scroll to show more than four characters, if you enter them.) The two-digit number in the display shows how many characters you've entered.

ABCDEF 00

You can choose among uppercase letters, lowercase letters, numerals and symbols. Use one-touch keys **A** through **D**, as shown below, to select character choices, then use **Mode** to enter characters. (For spaces, use the leftmost or rightmost character in each line of choices.)

mnopqr 04 John

Note: If you make a mistake, press **Contrast** to erase, leftward. Then re-enter until the name is as you wish.



6. Press **Program**.

Te1 Number

7. Press **Mode**.

8. Use the numeric keypad to enter the phone number. (Remember also the special dialing characters, as explained on the previous page.) You may store a fax/phone number up to 40 characters in length.

9-1-201-555-7883

Note: To view characters beyond the 16 currently visible, press **A** or **B** to scroll back and forth. To change any of the characters, press **A** or **B** to position the cursor (the underline) under the character you wish to change. Press **Contrast** to erase the character, then use the numeric keypad to enter the character you want.

9. Press **Mode**.

Select 1-80 : 07

In this example, the display shows **07** next because we've just entered speed-dial number **06**.

10. To enter the speed-dial number shown next, repeat steps 4–9.
To enter a different speed-dial number, repeat steps 3–9.
To return to standby, press **Stop**.

Erasing a Speed-dial Number

1. Press **Program** three times.

Set Speed-Dial

2. Press **Mode**.

Select 1-80 : 01

If you want to enter or change speed-dial number 01, skip to step 4. Otherwise, go on to step 3.

3. Use the numeric keypad to enter the desired two-digit speed-dial code. Here, we've pressed **14**.

Select 1-80 : 14

Note: If you change your mind and wish to select a different speed-dial number, use the numeric keypad to enter it.

4. To go ahead and erase the number, press **Contrast**.

If you've selected a speed-dial number for which there is a stored number, you'll see:

Directory Erased ... and then ... Select 1-80 : 15

In this example, the display shows **15** next because we've just entered speed-dial number **14**.

Note: If you press a key for which there is no stored number, you'll see the following messages:

Not Stored ... and then ... Select A - T

Press a key with a stored number; then, repeat step 4.

5. To erase the speed-dial number shown next, repeat step 4.

To erase a different one-touch number, repeat steps 3–4.

To return to standby, press **Stop**.

Printing a Speed-dial List

Your fax will print a list of speed-dial numbers any time you need it. The list includes the speed-dial code number, the Location ID (if any) and the telephone number.

To print a list of your speed-dial numbers:

1. Press **Program**.

List Print

2. Press **Mode**.

Print Settings

3. Press **Program** twice.

Print Speed-Dial

To abort the printout, press **Stop**. Otherwise, go on to step 4.

4. Press **Mode**. The M1250 will print the list of speed-dial numbers.

"Directory Full" Display

When you fill the last available autodialer "slot," your M1250 will briefly show the following message before returning to standby:

Directory Full

Special Communication Features

Set Fax Report

Each time your M1250 transmits, it can then print a *fax report* to let you know:

- The date and time of the transmission
- The receiving location
- The number of pages transmitted
- The result of the transmission.

This report can provide reassurance when you have vital information to transmit.

The "Location" listing may be different from the number you called, or it may be blank: this information is part of the remote fax machine's TTL. A successful transmission will appear in the Result column as "OK." If a transmission fails, the report will include an explanation of the error and a corresponding error code (see pages 62–63).

To turn on or turn off the fax report feature:

1. Press **Program** seven times.

Set Fax Report

2. Press **Mode**.

Fax Report	OFF
------------	-----
3. To change the setting, press **Program**. Here, we've changed it from *off* to *on*.

Fax Report	ON
------------	----
4. Press **Stop**.

Polling

Polling lets you retrieve a page or document from another fax machine. You can use polling anytime you need to receive a fax and don't want the source to pay for the phone call. With polling, you pay for the call and get the information you need.

To perform polling of a document from any remote fax machine:

1. Make sure:
 - The remote fax operator has a document stored in his/her fax machine's feeder, ready to be polled.
 - There's no document in your M1250's feeder.
2. Pick up the handset or press **Monitor/Call**.
3. Enter the fax number of the machine from which you'll be polling the document. You may use a one-touch key or a speed-dial number, or simply enter the number using the numeric keypad.
4. When the remote fax machine answers and you hear fax tones, press **Start**. Then:
 - If you used the handset in step 2, hang it up.
 - If you used **Monitor/Call** in step 2, your M1250 will do the rest.

Relay Broadcast Initiation

As you know, your M1250 can broadcast a single document to as many as five locations (see page 44). However, be aware it also can perform *relay broadcast initiation*.

In this process, your M1250 transmits a document to a high-volume "hub" Muratec fax machine and specifies a *call group* — a set of fax numbers grouped under a two-digit number, such as 08 for call group 8 or 12 for call group 12 — to which the hub fax machine should broadcast the document. The remote fax then receives your document, stores the document in memory and retransmits the document to each number in the designated group of fax numbers stored in that machine's autodialer. (So, of course, you'll have to know the proper call group number in order to do this.) In addition to giving you "piggyback" access to additional broadcast features that your M1250 doesn't have but the hub fax machine does, this can reduce your telephone charges dramatically.

For example, suppose three clients in another city ask you to send the same report. If your branch office in that city has a Muratec hub fax machine, and that machine has a call group consisting of those three clients, you can use your M1250 to initiate a relay broadcast to that fax machine. The hub fax machine then will relay the fax to the three clients, thus saving you two long-distance phone calls.

To initiate a relay broadcast:

1. Insert a document into your M1250.
2. Use the numeric keypad to dial the number of the remote Muratec hub fax machine which will perform the broadcast.

2145552829

3. Press **Program**.

Group No. : 00

4. Use the numeric keypad to enter the appropriate call group number. Here, we've chosen call group 9 by dialing **09**.

Group No. : 09

5. Press **Mode** to save the entry.
6. Press **Start**.

Custom Settings

Your M1250 is controlled by what we call *memory switches* (also sometimes called *DIP switches*, where *DIP* stands for *dual in-line package*). As you can probably guess, these aren't real, physical switches you can feel with a finger. Rather, they're the various settings your M1250 retains in memory.

In fact, you've already adjusted many of these settings as you've gone through these instructions. It's just that you've done it through the more usual methods we provide. In the vast majority of cases, you won't have to do any more.

However, you may have some special requirements. That's why, in addition to the more common memory switch settings you've already seen, your M1250 offers some special settings to let you customize the unit to your needs. **Still, please use care; it's possible to change or even disable proper fax operation if you make an incorrect setting.**

Note: If you think you have made an incorrect memory switch setting, call the Muratec Customer Support Center at (214) 403-3350. You may call this number from either the U. S. or Canada.

A Special Note About Memory Switches

As we've said above, each time you make any kind of setting in your M1250 — whether through using the memory switches described in this section or through the **Program-key** method used throughout most of these operating instructions — you're changing the machine's memory switches.

So don't worry if, while following any of the following instructions to display a particular memory switch, what you see on your LCD doesn't exactly match what we've shown here. All you need to do is make sure you follow the instructions to change only the specific number (or numbers) described; ignore the other numbers. We'll say it once more, however: *please be careful.*

Answering Machine Playback Order

Your M1250's answering machine can play messages one of two ways:

- First-in, first-out ("FIFO") — The oldest message currently stored plays first. (This is the factory setting.)
- Last-in, first-out ("LIFO") — The newest message currently stored plays first.

Setting FIFO or LIFO

To set LIFO playback order:

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

Dipsw00:00010000

2. Press **Mode** ten times.
3. Press **B** seven times. (If you overshoot, press **A** to back up.)
4. Press **0** on the numeric keypad.

Dipsw10:00001000

5. To abort the change, skip to step 6.
To save the change, press **Mode**.
6. Press **Stop** to return to standby.

To return to the original FIFO playback order:

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

Dipsw00:00010000

2. Press **Mode** ten times.
3. Press **B** seven times. (If you overshoot, press **A** to back up.)
4. Press **1** on the numeric keypad.

Dipsw10:00001001

5. To abort the change, skip to step 6.
To save the change, press **Mode**.
6. Press **Stop** to return to standby.

Playback of New Messages

You also have two options relating to playback of *new messages* (messages not yet played back at least once since being recorded). You may set your M1250 to do either of the following:

- Play *all* the messages in the order you've already set (factory setting), whether FIFO or LIFO — we'll call this **normal playback**
- Play *new* messages first, regardless of your FIFO/LIFO setting, then play back the previously played messages in the order which conforms to your FIFO/LIFO setting — **new-then-normal playback**.

Setting new-then-normal playback

To set new-then-normal playback:

1. Press **Program**, * 1.
Dipsw00:00010000
2. Press **Mode** ten times.
3. Press **B** five times. (If you overshoot, press **A** to back up.)
4. Press **1 0** on the numeric keypad.
Dipsw10:00001101

5. To abort the change, skip to step 6.
To save the change, press **Mode**.
6. Press **Stop** to return to standby.

Setting normal playback

To restore normal playback:

1. Press **Program**, * 1.
Dipsw00:00010000
2. Press **Mode** ten times.
3. Press **B** five times. (If you overshoot, press **A** to back up.)
4. Press **0 0** on the numeric keypad.
Dipsw10:00001001

5. To abort the change, skip to step 6.
To save the change, press **Mode**.
6. Press **Stop** to return to standby.

Add to Document Length for TTI

Your M1250 includes a special feature which serves as a courtesy to the owners of plain-paper fax machines with which you may communicate.

The TTI normally adds extra length to a transmitted page. This is not a concern for users of fax machines which, like your M1250, print on a paper roll; and many plain-paper fax machines automatically reduce incoming fax pages to accommodate this.

However, there are some plain-paper fax machines which will print an extra, blank (or nearly blank) page due to the presence of the sending fax machine's TTI. To prevent this, your M1250 normally deletes a very small portion of the top of every page transmitted. The top $\frac{1}{8}$ " of your document is not transmitted, but your TTI and Subscriber ID are sent in its place.

To cancel this feature (and thus add to the document length to accommodate the TTI and the entire document), use the following setting.

Note: Remember that cancelling this feature can cause some plain-paper fax machines to print two pages for each page you send.

1. Press **Program**, * 1.
Dipsw00:00010000
2. Press **Mode** three times.
Dipsw03:11010000
3. Press **B** once. (If you overshoot, press **A** to back up.)
4. Press **0** on the numeric keypad.
Dipsw03:10010000
5. To abort the change, skip to step 6.
To save the change, press **Mode**.
6. Press **Stop** to return to standby.

Note: To return to the regular setting, repeat this procedure but press **1** in step 4.

Unlimited Page Length: Transmission

Normally, your M1250 can send single pages up to 15.7" long. However, to transmit even longer unbroken pages, such as medical strip charts or logs from oil or water wells, use the setting below to disable your M1250's paper-jam sensor.

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

Dipsw00:00010000

2. Press **Mode** twice.

Dipsw02:01000000

3. Press **B** once. (If you overshoot, press **A** to back up.)
4. Press **0** on the numeric keypad.

Dipsw02:00000000

5. To abort the change, skip to step 6.
To save the change, press **Mode**.
6. Press **Stop** to return to standby.

Note: After the transmission, be sure to return your M1250 to normal operation by repeating steps 1–6 *except* for pressing **1** (rather than **0**) in step 4.

Fax Activity on Hang-Up of Second Phone

If you hang up a call using a second telephone — perhaps even a cordless — connected to your M1250, the M1250 normally does nothing. This is the best setting for most users and circumstances. However, if desired, you *can* set the M1250 so that it will attempt fax reception every time you hang up the second, connected phone.

The advantage is that this spares you the trouble of having to go to the M1250, press **Start**, and then return to the second phone and hang up every time you answer a fax call (see "Using a Second Phone Attached to Your M1250," page 37). The drawback is that it ties up your phone line for approximately 15 seconds after each call, as the M1250 attempts to "hear" fax tones from the remote machine.

To set your M1250 to attempt fax reception upon second phone disconnection:

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

Dipsw00:00010000

2. Press **Mode** ten times.

Dipsw10:00001101

3. Press **1** on the numeric keypad.

Dipsw10:10001101

4. To abort the change, skip to step 5.
To save the change, press **Mode**.
5. Press **Stop** to return to standby.

Note: To return your M1250 to normal operation, repeat steps 1–5 *except* for pressing **0** (rather than **1**) in step 3.

Silent Fax Detection

If you have your M1250 in Auto Answer mode and expect to receive fax calls from any non-standard fax units (*i. e.*, those which do not emit fax tones), you might want to set your fax machine to use its *silent fax detection* feature (see page 38). This keeps your M1250's answering machine from recording silence if a older, non-standard fax machine calls.

Important: If you use this feature for normal fax operation and you make or receive any voice calls on the same line, your voice calls will be disrupted; long pauses (such as on-hold times) in your conversation will trigger your fax machine to come on-line and attempt fax reception. So make sure that you activate silent fax detection **only** if you are sure you'll be receiving fax calls from a non-standard fax machine.

To activate silent fax detection:

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

Dipsw00:00010000

2. Press **Mode** 10 times.

Dipsw10:00001001

3. Press **B** twice. (If you overshoot, press **A** to back up.)
4. Press **1** on the numeric keypad.

Dipsw10:00101001

5. To abort the change, skip to step 6.
To save the change, press **Mode**.
6. Press **Stop** to return to standby.

Note: If you wish to return to the regular setting, repeat steps 1–6 *except* for pressing **0** (rather than **1**) in step 4.

Set Scanner Width

Your M1250 accepts original documents up to 8.5" wide. For quicker transmissions, your unit is set initially to scan only the center 8.2" of 8.5"-wide documents. However, if you wish, you can increase the scanning width to the full 8.5".

Note: Under this setting, certain documents will require longer transmission times. To change the scanner width setting:

1. Press **Program, *** 1.
Dipsw00: 00010000
 2. Press **Mode** seven times.
Dipsw07: 01001100
 3. Press **B** four times. (If you overshoot, press **A** to back up.)
 4. Press **0** on the numeric keypad.
Dipsw07: 01000100
 5. To abort the change, skip to step 6.
To save the change, press **Mode**.
 6. Press **Stop** to return to standby.
- Note:** To return to the regular 8.2" scanning-width setting, repeat steps 1–6 except for pressing **1** (rather than **0**) in step 4.

Set Toll Saver Rings

The factory setting for the Toll Saver (see page 27) on your M1250's answering machine is for three rings when there are no messages stored and one ring when there is at least one message or a memo stored. This combination usually is best, due to the requirements of the fax part of your M1250.

However, you may wish to set a different ring combination for added convenience in using the answering machine. If so, first consult the following table for the combination you want. In each case, the first number shown is the number of times the M1250 will ring if at least one memo or message is stored.

Setting	Ring Comb.	Setting	Ring Comb.
0000	1, 2	0110	2, 4
0001	1, 3	0111	2, 5
0010	1, 4	1010	3, 4
0011	1, 5	1011	3, 5
0101	2, 3	1111	4, 5

When you have made your choice:

1. Press **Program, *** 1.
Dipsw00: 00010000
 2. Press **Mode** twelve times.
Dipsw12: 11010000
 3. Press **B** four times. (If you overshoot, press **A** to back up.)
 4. Use the numeric keypad to enter the four-digit setting you chose above.
Dipsw12: 11011010
- In this example, we have entered **1 0 1 0** to change the setting to three, five — i. e., three rings if there is at least one message or a memo, five rings if not.
5. To abort the change, skip to step 6.
To save the change, press **Mode**.
 6. Press **Stop** to return to standby.

Set Second Choice of Number of Rings

As we explained on page 32, you get to choose how many times the M1250, when *not* in Auto Answer mode, will ring before taking action on a call. With the regular setting, you may select either two or six rings. However, while the first choice of two rings is fixed, you may use a memory switch setting to adjust the second choice to anywhere from one through 15 rings. First, use this table to determine the proper four-digit setting to use for the desired number of rings:

Setting	No. of Rings	Setting	No. of Rings
0000	1	1000	8
0001	1	1001	9
0010	2	1010	10
0011	3	1011	11
0100	4	1100	12
0101	5	1101	13
0110	6	1110	14
0111	7	1111	15

Then, change the memory switch setting accordingly:

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

Dipsw00:00010000

2. Press **Mode** five times.

Dipsw05:00000110

3. Press **B** four times. (If you overshoot, press **A** to back up.)
4. Use the numeric keypad to enter the four-digit setting you chose above.

Dipsw05:00000011

In this example, we have entered **0 0 1 1** to change the setting to three rings.

5. To abort the change, skip to step 6.
To save the change, press **Mode**.
6. Press **Stop** to return to standby.

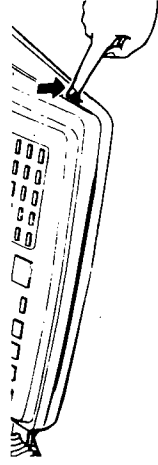
Problem Solving

Your M1250 is designed to work reliably for years. However, you may occasionally experience one type or another of paper jam. (When this happens, the M1250 will sound an alarm — several quick beeps.) Here's what to do.

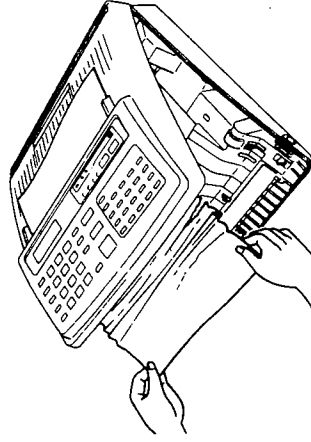
Original Document Jam

To clear an original document jam:

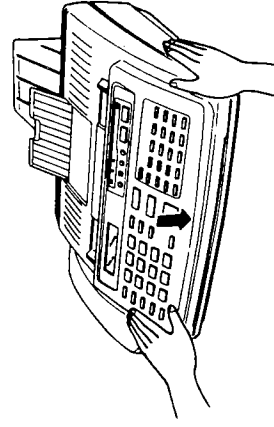
1. Press down on the cover release as shown. The cover will flip up.



2. Pull the page through the document exit.



3. Close the top cover.

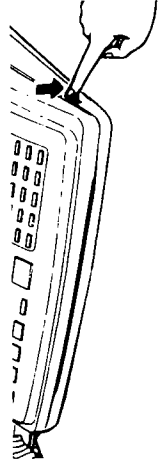


Note: If the original document has become wrinkled or torn, **don't** attempt to resend it; rather, use a copy (if possible).

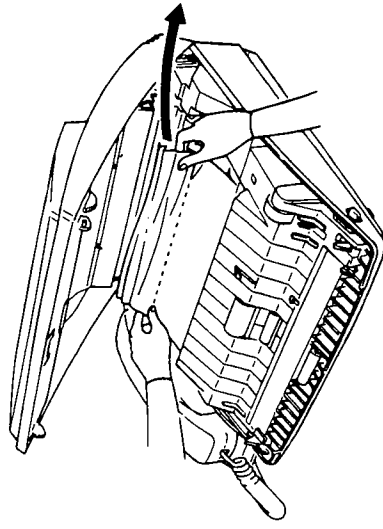
Paper Jam in the Cutter

To clear a paper jam in the cutter section of your M1250:

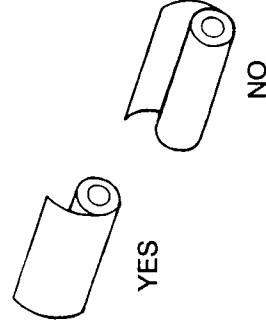
1. Press down on the cover release as shown. The cover will flip up.

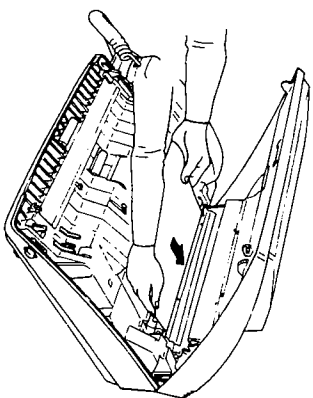


2. Gently pull out the jammed paper.

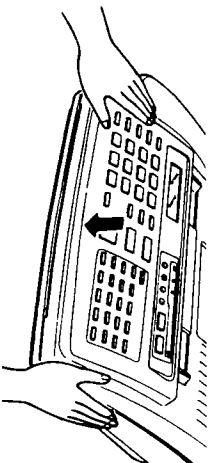


3. Place the roll back in the paper cradle so the paper unrolls over the top of the roll and out the back of the machine.





4. Feed the edge of the paper back into the cutter, then pull the edge of the paper out a few inches.



5. Close the cover of your machine. The M1250's cutter will automatically cut the first piece of paper, assuring your next reception or copy will have a straight edge.

Troubleshooting

Occasionally, your M1250 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 messages, fax report messages (see page 51) and printed error codes. See the following sections for information about these troubleshooting methods.

Alarm

Your M1250 will alert you by lighting the Alarm lamp and beeping if the machine suffers either of these problems:

- It has trouble transmitting or receiving.
- It runs out of paper.

Press **Stop** to cancel the Alarm light and tone.

LCD Error Messages

Your M1250's display message can help you to easily spot problems that halt communications. If you receive one of the following messages, just follow the directions and then press **Stop** to return to standby.

Reset Document

Your document was not inserted correctly or the machine to which you are sending can't accommodate the length of your page. Reset the page and try to transmit again.

Close Cover

Your M1250's cover is open. Close it firmly.

Please Set Doc.

There was no document in the document feeder when you tried to send a fax or make a copy. Place a document in the feeder and try again.

Hang Up Phone

The handset is off-hook. Return it to its cradle, making sure the upper part of the handset presses on the "hook" button.

Check Rec. Paper

Replace the fax paper (*recording paper*) roll. Your M1250 won't answer a fax call and — obviously — can perform no printouts until the paper is replaced. (However, the answering machine will still work.)

Transmit Again

Poor telephone line conditions at the remote fax machine may have rendered unreadable the document you attempted to transmit. Transmit again.

Check Remote Fax

The faxing attempt failed. This can occur if you try to send a fax to an older model which isn't compatible with your modern Group 3 M1250, if you reach a fax machine which is either damaged or out of paper or if you simply dial a wrong number (e. g., when you accidentally dial a regular number and a human answers!). Pick up your M1250's handset and dial the number manually. If you hear fax tones, press **Start** to try again. If all else fails, call the remote fax machine's user and ask him or her to check that machine.

Set Passcode

You attempted to gain access to a voice mail box for which no passcode has been stored. Store one, then try again. (You'll also get this message if you attempt to use the voice mail box feature at all before you've stored any passcodes.)

Please Record OGM1

You tried to turn on Auto Answer to use the answering machine, but haven't yet recorded the first outgoing message. Record the message, then press **Answer** to activate Auto Answer. (You don't *have* to record the second outgoing message, but we suggest it strongly.)

Error Codes

Your fax will occasionally experience errors, caused by anything from lightning to telephone line interference. These same factors cause the line noise you sometimes hear when talking on the telephone.

Often, simply trying your call again is all that's necessary. If the problem persists, call the Muratec Customer Support Center (see page 79) or your local telephone company for help.

When an error occurs, your fax prints an error report. Each fax error report lists an error message that includes:

- The cause
- A possible solution
- Date of the transmission attempt
- Sending location (if the remote fax stores a Location ID)
- Number of pages

You will also see a code listed in the *Result* column of the report. Result codes indicate the specific problem encountered:

- "D" codes occur while dialing
- "R" codes occur during reception
- "T" errors occur during transmission

Here is a list of error codes your fax may print.

Dialing Errors

D.0.2

The remote fax machine is busy. Call again.

D.0.6, D.0.7

Either the remote fax unit didn't respond, the call somehow didn't go through or someone pressed **Stop** while the calling fax machine was dialing. Call again.

Reception Errors

R.1.1

The calling fax machine didn't respond to your M1250. This can happen if someone dials a wrong number or if the remote fax machine restricts access through use of a passcode.

R.1.2

The two fax machines were incompatible. Your M1250 sends and receives only ITU-T Group 3 fax communication, the industry standard since the early 1980s.

R.1.4

Someone pressed **Stop** on the receiving fax machine.

R.2.3

Poor phone line conditions made fax communication impossible. Call the remote fax machine's operator.

R.3.1

The sending fax machine detected too many errors from the receiving fax machine.

R.3.3

The sending fax machine is incompatible or had a document feeder program during transmission.

R.3.4

Poor phone line conditions may have prevented your M1250 from properly printing some or all of the pages it received.

R.4.1

The receiving fax unit is out of paper.

R.4.2

Either the line disconnected before transmission or the transmitting fax unit needs maintenance.

R.4.4

The remote fax unit is set to receive into memory, or is using out-of-paper reception, but has reached its memory capacity.

Transmission Errors

T.1.1

The remote fax machine didn't respond to your machine. Call the operator of the remote unit.

T.1.4

Someone pressed **Stop** at the remote unit in the middle of the "handshake" — the very first part of the fax communication, when the two units "agree" on the settings they will share.

T.2.1

Either the phone line disconnected during transmission or fax communication became impossible due to bad phone line conditions. Try the call again.

T.2.2

The two fax machines were incompatible. Your M1250 sends and receives only ITU-T Group 3 fax communication, the industry standard since the early 1980s.

T.2.3

Bad phone line conditions made fax communication impossible. Try the call again at another time. Conditions can change within minutes.

T.3.1

During transmission, your M1250 detected a possible document feeder error. Carefully put the document back into the feeder and try the call again.

T.4.1

The remote fax machine is out of paper. Call that machine's operator (even if you know that machine has out-of-paper reception, as does your M1250).

T.4.2

After transmission began, poor line conditions developed. Try the call again.

Communication Error Messages

When a fax call goes awry and your M1250 sees an error, it produces an error printout headed by the words "Check Message." This printout lists the error code on the left, the phone number of the fax machine with which your machine had attempted to communicate on the right and, in the middle, a *communications error message*. Here's some added information on each one:

Error Message	Possible Meanings
Check condition of remote fax	• Remote machine malfunctioned • No "handshake" signals from remote machine • Wrong phone number reached
Check received documents	• Receive confirmation signal not received from remote machine • Poor image due to poor phone line conditions
Repeat transmission	• Poor phone line conditions prevented communication • No "handshake" signals from remote machine • Document misfeed or miscount • Unable to reach remote control after making specified number of redial attempts
Line is busy	• Remote machine's line was busy or failed to answer
Memory full	• Remote machine's memory capacity was exceeded
Dialing number is not set [Message area blank]	• Stored phone number failed to dial properly • Stop was pressed during communication • Printer error occurred during communication

Caring for Your M1250

With proper installation and a little maintenance, your Muratec M1250 should provide dependable service for years to come.

Although your M1250 requires little day-to-day care, you can take these simple precautions to keep it in top form.

Always...

- Always make sure your M1250 is installed according to Muratec specifications, including using an electrical surge suppressor. Review the requirements on page 11 before installing.
- Always use good, copier-quality paper.
- Always clean your fax as needed.

Never...

- Never install your fax where it can overheat, gather dust, or get splashed by water or other liquids.

Cleaning Tips

Always...

- Always unplug your unit first.
- For cleaning external surfaces only, such as the cover and handset, always use a mild cleaning solution sprayed onto a lint-free towel or cloth.
- Always use a lint-free cloth or lint-free swabs moistened with alcohol to gently wipe components inside your fax.
- Always use dry, dust-free compressed air to gently blow dust and other material from areas you cannot reach with swabs.

And remember...

- Never spray any cleaner directly on your fax. The drifting spray could damage components inside your fax.
- Never attempt to clean inside sealed areas of your unit.

Corrective Cleaning

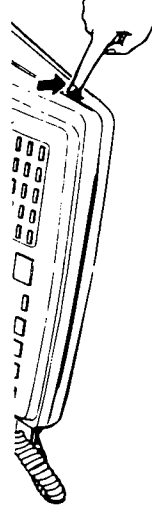
Following are some simple cleaning procedures for keeping your M1250 operating smoothly. Use each as the need arises.

Frequent Jams in Original Document Feeder

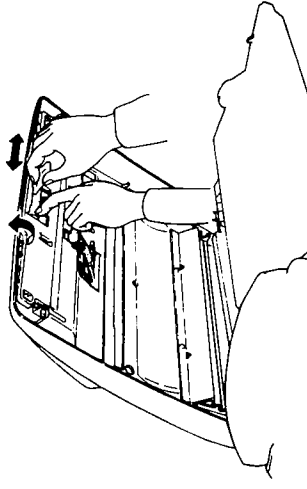
If you're having trouble with getting your original documents to feed properly into your M1250, clean the **document feeder rollers** — both top and bottom.

1. Unplug your M1250.
2. Get a soft, lint-free cloth and moisten it with a cleaner suitable for use on platen/rubber rollers.

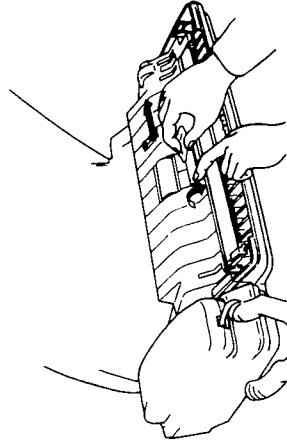
3. Open the panel cover.



4. Gently use the moistened cloth (see step 2) to clean the surfaces of the **top** document feeder rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



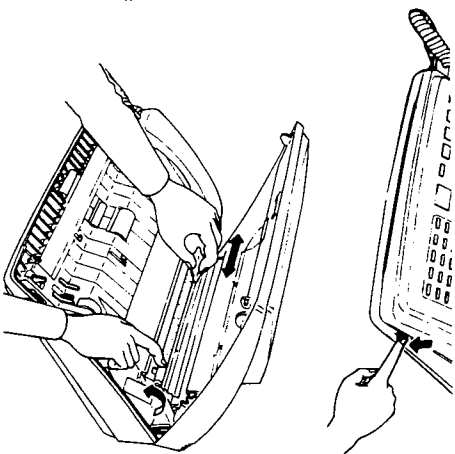
5. Gently use the moistened cloth (see step 2) to clean the surfaces of the **bottom** document feeder rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



Frequent Fax Paper Jams

If your M1250 experiences frequent fax paper jams, clean the **paper feed roller**.

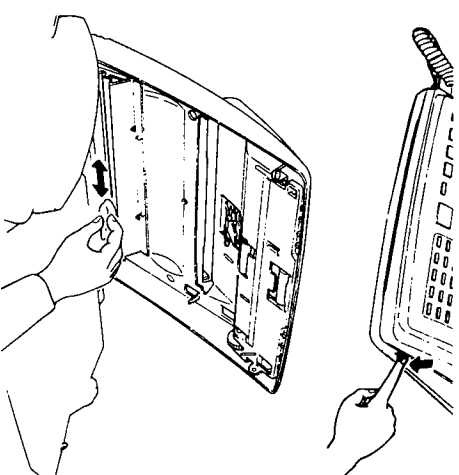
1. Unplug your M1250.
2. Get a soft, lint-free cloth and moisten it with a cleaner suitable for use on platen/rubber rollers.
3. Open the top cover.
4. Gently use the moistened cloth (see step 2) to clean the paper feed roller. Rotate the platen roller by hand to allow cleaning of the entire roller surface.



Poor-quality Received Faxes and Copies

If you notice poor printout quality of the faxes you receive or the copies you make, clean the **thermal head**.

1. Unplug your M1250.
2. Get a soft, lint-free cloth and moisten it with isopropyl alcohol.
3. Open the top cover.
4. Gently use the moistened cloth (see step 2) to clean the thermal head.



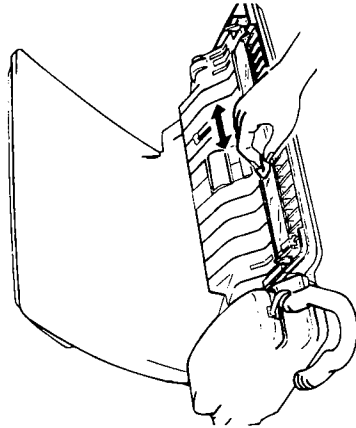
Poor-quality Transmitted Documents

If those to whom you send faxes complain frequently that those faxes have streaks or other such marks on them, clean the **glass surfaces of the contact image sensor**. This sensor is what scans, or “sees,” the original documents as they feed through your M1250.

1. Unplug your M1250.
2. Get a soft, lint-free cloth and moisten it with isopropyl alcohol.
3. Open the top cover.



4. Use the moistened cloth (see step 2) to clean the surfaces of the contact image sensor.



Note: If this cleaning procedure doesn't eliminate the problem, call the Muratec Customer Support Center (see page 79).

Glossary

Often, the terms and words in this section are used when discussing fax machines and fax communication. Use these definitions for your reference only. Specifications and technical information are subject to change, so call the Muratec Customer Support Center (see page 79) if you have any questions.

A4

Standard stationery size defined by the International Standards Organization, an agency of the United Nations. A4 paper is 8.5" wide.

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, three minutes per page or more, and are more susceptible to the signal "noise" encountered on standard telephone lines.

BPS

Bits per second. Used to express the speed of transmission. Because fax transmission treats a document as a graphic image rather than a series of alphabetic and numeric characters, BPS does not correspond to the number of characters transmitted per second.

Broadcasting

Transmitting a single document to multiple locations in the same operation. A function on some Muratec fax machines.

CCD, CIS

Charged coupled device, contact image sensor. Scanning mechanisms used in Muratec fax machines to convert a document image into digital facsimile information. Light reflected off your document is received by the CCD or CIS and converted into a digital signal for transmission.

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.

Compatibility

The term "compatible" describes the ability of separate things to work together. Your Muratec fax machine offers Group 3 compatibility, the modern standard for worldwide fax communication.

Copy

You can use your Muratec fax machine as a convenience copier. Many Muratec units can copy in two or more levels of resolution.

Data Compression

Used by digital fax machines to speed transmission. See also *Digital Facsimile, MH, MR, MMR* and *MSE, SMSE*.

Digital Facsimile

Unlike analog systems that scan every portion of a page, digital fax machines survey a page'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 machine, and many Muratec units offer proprietary transmission speeds for faster transmissions between Muratec units.

DIP Switches

Dual In-line Package switch. A two-position on/off switch. Many Muratec fax machines include DIP switches — in these operating instructions, we call them simply "memory switches" — to control optional settings or features.

DTMF

Dual tone, multiple frequency. The dialing signals generated by push-button or TouchTone (a registered trademark of Western Electric) telephone systems. DTMF service is an option in most North American telephone systems.

Effective Printing Width

The widest image that can be printed on your fax. The effective width can be influenced by the unit transmitting to your M1250.

Effective Scan Width

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

Facsimile

Although business fax use has grown rapidly since the advent of fast, powerful Group 3 units, facsimile communication itself has a surprisingly long history. The first facsimile system was introduced in 1842 (decades before the invention of the telephone), and wide-spread service was underway before 1910!

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 M1250 will reduce speed to the fastest possible level.

Fax Number

The Fax Number is your unit's telephone number. Part of the TTI, your Fax Number is printed at the top of each page received from your unit. See also *Subscriber ID*.

Fax Report

A fax report is your assurance that the document you transmitted was received. The report prints after your transmission. It identifies the receiving unit and records the date, time, number of pages sent, and result.

G3, Group 3

ITU-T Group 3. Your machine is a Group 3 fax. Group 3 compatibility is the modern standard for worldwide communication as determined by the ITU-T.

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.

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.

Handshaking

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

HZ

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 Standardization Sector. A telecommunications forum for member countries of the United Nations. (Formerly known as CCITT, for Consultative Committee for International Telegraph and Telephone.) ITU-T Study Group XIV established the primary groups for facsimile equipment, covering communication protocol and transmission. Muratec's Group 3 machines offer the fastest transmission allowed by ITU-T when communicating with other Group 3 units.

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.

LCD

Liquid crystal display. Used on some Muratec units for status displays.

LED

Light-emitting diode. Used on some Muratec units for displays and lamps.

Load Number

A number assigned to telecommunications equipment used in Canada and designed to prevent overloading on a telephone circuit. Read the Canadian Department of Communications information in your operating instructions or call your local telecommunications company for more information.

Location ID

An optional identifier used on Muratec fax machines. The Location ID lets you identify by name the telephone numbers programmed in your autodialer. Also known as the Transmit Terminal Identifier.

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. See also *MH*, *MR* and *MSE*, *SMSE*.

MR

Modified Read, the optional ITU-T Group 3 data compression method. Used in some Muratec fax machines.

MSE, SMSE

Proprietary data compression methods, allowing transmissions faster than **MH**, **MR**, and **MMR** whenever you are communicating with a Muratec-manufactured unit. **MSE** and **SMSE** are features on many Muratec fax machines.

Memory Switches

See *DIP Switches*.

Modem

Originally an abbreviation for *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 M1250) into an analog signal for transmission over analog lines (like your ordinary telephone line). A modem is included in your M1250 and allows it to be connected directly to your PSTN telephone line.

Normal Resolution

The standard resolution mode for Group 3 units.

Normal:	203H × 98V lpi
Fine:	203H × 196V lpi
Superfine:	203H × 392V lpi

Original Document Size

Used when defining the largest (or smallest) page that can be fed safely through your M1250. Check your unit's operating instructions for more information.

PBX

Private branch exchange. (Sometimes called "PABX.") 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.

PPS

Pulses per second. Used to identify rotary dialing requirements.

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.

Polling

Polling allows some fax users to set a document in their 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.

Private Line

Also called "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.

Pulse (Rotary), Tone Dialing

Most telephone systems in the United States offer pulse (rotary) and TouchTone 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 pulse or TouchTone dialing. Check with your telephone company if you have pulse dialing service.

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 unit also offers grayscale transmissions for accurate reproduction of photographs.

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 home or office.

SMSE

See *MSE*, *SMSE*.

Subscriber ID

Your M1250's telephone number. Part of the TTI, the Subscriber ID is printed at the top of each page received from your unit. The Telephone Consumer Protection Act of 1991 requires all fax users to provide their name and phone number on each fax, along with the date the fax is sent.

Surge Protector

A device that protects your telephone or electrical lines. A telephone power surge protector can absorb and divert high-voltage surges caused by lightning or static electricity without interfering with normal telephone operation. An electrical surge protector protects your M1250 from high-voltage surges in the AC line that may cause damage to your M1250 and other appliances.

TouchTone

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 Terminal Identifier (TTI)

Your 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. The Telephone Consumer Protection Act of 1991 requires all fax users to provide their name and phone number on each fax, along with the date the fax is sent.

Voice Mail Boxes

Imaginary "electronic compartments" within your M1250's answering machine for storing messages. For maximum security, these are accessible only to authorized users through proper passcode entry.

Common Questions

General Questions

- Q:** Where do I add ink or toner to make my M1250 print darker?
- A:** Your M1250 doesn't use ink or toner. Instead, it uses a special printing technique called *thermal printing*. You can adjust the darkness of the pages you transmit and copy by using the **Contrast** key (see page 39).
- Q:** When I unplug my machine, will I lose the information I've stored (TTL, autodialer numbers, time and date, etc.)?
- A:** You won't lose the fax settings, because your M1250 uses a long-life internal battery to protect user settings for several days if power fails or you decide to move your M1250. However, the fax document memory and the answering machine voice storage are protected by normal AAA batteries, and this backup won't last long (see page 13); so plug your M1250 back into at least some AC power outlet, even if not the final one to which you're moving it, as soon as possible.
- Q:** Can I use a dust cover on my M1250?
- A:** No. A dust cover blocks air circulation and could cause your M1250 to overheat. (See also "Caring for Your M1250," pages 65–67.)

Error Alarm

- Q:** How do I turn off my M1250's error alarm?
- A:** Press **Stop**. In some cases, your M1250 will print an error report for help in diagnosing the problem (see pages 62–63).

Transmitting

- Q:** I just tried to send a fax, using the Monitor/Call feature. I dialed a number and heard a horrible screeching sound, so I hung up.
- A:** Don't worry. You'll hear such sounds any time you call a fax machine which is set to answer automatically. Fax machines use these special tones to signal a fax communication. Next time you hear the tones, press **Start** to send a fax.

Q: I just sent a fax, but the number that appeared in my M1250's display while the fax was being sent was not the number I dialed. Why?

A: That number you saw is programmed into the remote fax machine by the user (see page 5 or page 31 for details on how you do it for your M1250). Some users (perhaps for privacy's sake?) prefer different numbers to appear than the ones they're really using; and, frankly, some people take over others' already-programmed fax machines and don't *know* how to change the originally set number!

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

A: No. Use the call request feature (see page 38) to ask the remote operator if he or she wants to transmit or receive after your fax transaction is complete.

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

A: Yes. Dialing a fax number is just like dialing any other phone number, so be sure to include any special long-distance codes or dialing pauses when dialing. Also, remember to include them when you program your autodialer numbers.

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

A: Dialing requirements for international calls may vary depending on your local telephone company's requirements. For most international calls, dial **0 1 1**, then the appropriate country code, city code and phone number. Country and city codes are often included in the front section of the telephone directory.

Q: Can I transmit if my M1250 is out of paper?

A: Yes; however, fax reports (see page 51) are not available when transmitting without recording paper in your M1250.

Q: Can I transmit a document that's extra long?

A: You can if the receiving fax machine is equipped to handle long documents. Many fax machines have a special setting that allows them to receive documents that exceed the normal length.

- Q:** Can I transmit pages from a newspaper?
- A:** No. A newspaper page can jam in your document feeder. First, use a copying machine to make an appropriately sized copy of the material in the newspaper pages, then transmit the copy.
- Q:** Can I transmit a page with correction fluid on it?
- A:** Yes, as long as the fluid is completely dry before you begin transmission.
- Q:** How can I be sure my fax was received?
- A:** Your M1250 can print out a report to verify a transmission (see page 51).
- Q:** I don't want to install a dedicated phone line for my M1250, so I've connected my M1250 to a PBX phone system. When I get a fax call, all the phones ring. How do I prevent this?
- A:** Call your PBX manufacturer or telephone company for assistance. They may be able to convert one of the PBX lines for fax use only.
- Q:** When I dial a remote fax using my M1250's handset I don't hear fax receiving tones. Am I doing something wrong?
- A:** When this happens, try pressing **Start**, then hang up the handset as you normally would. It's possible you're calling a fax that doesn't emit answering tones. A few Group 3 faxes on the market sound a sending tone but do not sound a receiving tone. After you transmit, call the remote operator to see if your document was received.
- Q:** I inserted a document in the feeder and dialed the remote fax, but my M1250 didn't transmit; however, "Reserved" appears on my LCD. What does this display mean?
- A:** The remote machine was busy; your M1250 has "reserved" in its memory a command to try again. As long as it hasn't stored more than five delayed commands (see pages 41–43), your M1250 should still accept commands from you. If it has exceeded this quantity and will accept no commands, try cancelling one of the delayed transmission commands (see page 43). If it still won't cooperate, keep cancelling commands until it does.

Q: These operating instructions list an average per-page transmission speed, but when I transmit a page it can take much longer. Why?

- A:** The average transmission speed stated in your manual is based on transmission of ITU-T Test Document 1, a standardized letter used to test fax transmission times. Some reasons for varying transmission speeds follow:
- The pages you transmit may contain more information to be scanned than the ITU-T Test Document.
 - The transmission time measured for test documents does not include handshake time. The handshake is the protocol fax machines use to "introduce" themselves to each other.
 - Your transmissions that use fine, superfine or grayscale take longer to transmit than transmissions using normal mode.

Reports

Q: I called the number 011-555-555-1212, but not all of the digits appear on my Fax Report. 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"; and it's only the last part of the phone number that the buffer "remembers." An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers as one-touch keys or speed-dial numbers. Numbers stored in the autodialer will appear in their entirety on your reports.

Receiving Fax Messages

Q: My M1250 never answers. What's wrong?

A: Check to make sure your M1250 is properly connected to a working outlet and phone jack (see pages 11–13 for installation instructions). If you are using a second device with your M1250, make sure it is connected properly, and make sure your M1250 is set up for use with a second device. Call your telephone company if you continue to have problems.

Q: Sometimes when I answer my M1250 by using the handset or pressing **Monitor/Call**, I hear a beeping sound that repeats every few seconds. Is this a fax?

A: Yes. When you hear a beeping sound, someone is trying to send you a fax. Next time, press **Start** (and, if using the handset, hang it up) to receive the fax message.

Q: Does my M1250 have to be plugged in just to receive a message?

A: Yes. Your phone will ring if the phone line is connected, but you can't receive a fax unless your M1250 is plugged in. Make sure your M1250 is always plugged in so you never miss an important reception.

Q: Can I receive a fax if I'm using the phone on my machine?

A: You can receive a fax from the person to whom you're talking. When that person has a document ready in his/her machine's feeder, press **Start**.

Polling

Q: What's the purpose of polling?

A: Polling lets you automatically "pull" a document from another fax machine's document feeder. You can poll anytime you need to retrieve information and don't want the source to pay for the phone call. With polling, you pay for the call and get the information you need.

Working With Your Answering Machine

Q: Remote operators have complained that they call my M1250 and hear my answering machine message, but are cut off before they can send a fax. What happened?

A: Any remote fax machine attempting a fax transmission must start to "hear" responding fax tones within somewhat under 45 seconds — after the pressing of the **Start** key. (Remember: that time period includes getting the dial tone, the dialing of the number, the pause while waiting for the ringing to begin and then waiting for the ringing fax machine actually to answer. Only after that period of time does your message play, adding still more elapsed time since the process began.) Otherwise, the remote fax machine gives up and disconnects the call. That's why we urge you to make a short outgoing message: the shorter the overall period of waiting, the more likely it is that the remote fax machine will be satisfied and proceed to transmit normally. So please change your outgoing message so it is shorter than 10 seconds long (see page 14 for suggested messages).

Telephone Features

Q: My M1250's speakerphone doesn't work.

A: It's not a speakerphone. It's a monitor — a listen-only speaker intended only for off-hook dialing and hands-free fax transmissions, not voice conversations. You must use the handset to carry on a voice conversation.

How Your Fax Machine Works

Your M1250 works on ordinary telephone lines, so it's easy to understand fax operation if you compare it to the way a regular telephone works. Having a fax, in fact, is a lot like having a telephone with bonus features.

The concept of how a fax machine works is simple. Here's a helpful analogy.

Let's say you want to mail a gift to a friend. You take the item, wrap it and send it. Days later, your friend receives the package, unwraps it and uses it. So, on one side, the idea is to **Take, Wrap and Send**; and, on the other side, the idea is to **Receive, Unwrap and Use**.

When you insert a page into your M1250's document feeder and connect with another fax machine, a scanner in your M1250 examines the information on the page. This is how the M1250 *takes* the document. Then the M1250 translates that information into a numeric code and compresses the code for the fastest possible transmission speed. This is how the M1250 *wraps* the document. Finally, the fax M1250 sends the compressed code, and that's how it *sends* the document.

On the other end of the line, the remote fax machine *receives* the code. It then uncompresses and deciphers the code, turning it into a representation of the scan your M1250 made. This is how the other machine *unwraps* the document. And, when the other fax machine prints the representation so the recipient can *use* the document. Your document has come full circle — and that's how fax works!

The only difference between a fax call and a regular telephone call is the content of the transmission: a coded image is sent instead of your voice. When you receive a fax call, your fax will ring in exactly the same way a voice call would. If your fax is operating in the T/F Ready mode and you have other telephone extensions on the same line, all the other phones will still ring. In fact, there is no way to tell if an incoming call is from a fax or from a person until you or your M1250 answers the line. You'll know it's a fax call if you answer a call and hear a beeping sound that repeats every few seconds. This sound is the fax machine's way of identifying itself to other faxes. It's much like your making a voice call and identifying yourself, "Hello, this is (your name)." When you press **Start**, your fax responds to these signals using special receiving tones which are its way of responding to the other unit's "greeting." This acknowledgment — just like greetings exchanged between you and your friends — is called "handshaking."

The way fax machines work is closely regulated by international standards.

These standards ensure the compatibility of your M1250 with the millions of other fax machines worldwide, but they also limit the way your M1250 can be used with other telephones or answering machines.

FCC/DOC Information

FCC Information (United States only)

Rating Equivalence Number: 3.0B

Note: This facsimile machine has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against such interference that may occur 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.

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 (see page 79).

DOC Regulations (Canada only)

DOC Load Number: 20 (EN=20)

This digital apparatus does not exceed the Class B 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 B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques," NMB-003 édictée par le Ministère 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).

Limited Warranty

This warranty is made by Murata Business Systems, Inc. ("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 ("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 PM 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 or service center. For the name of your nearest authorized service center, contact Murata, telephone number 1-214-403-3350 (from the United States or Canada).
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 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.

EXCEPT AS EXPRESSLY SET FORTH ABOVE, AND EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, MURATA MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTY ARISING FROM COURSE OF DEALING OR USAGE OF TRADE), AND MURATA EXPRESSLY DISCLAIMS ALL WARRANTIES NOT STATED HEREIN, IN THE EVENT THE PRODUCT IS NOT FREE FROM DEFECTS AS WARRANTED ABOVE, THE CUSTOMER'S SOLE REMEDY SHALL BE REPAIR OR REPLACEMENT AS PROVIDED ABOVE. UNDER NO CIRCUMSTANCES SHALL MURATA BE LIABLE TO THE CUSTOMER, OR TO ANY USER, FOR ANY DAMAGES, INCLUDING ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EXPENSES, LOST PROFITS, LOST SAVINGS OR ANY OTHER DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE MURATA PRODUCT, EVEN IF MURATA OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some States do not allow the exclusion or limitation of incidental or consequential damages, and some States do not allow limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

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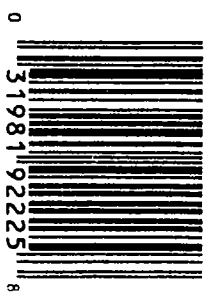
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Order Number: OMM1250



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