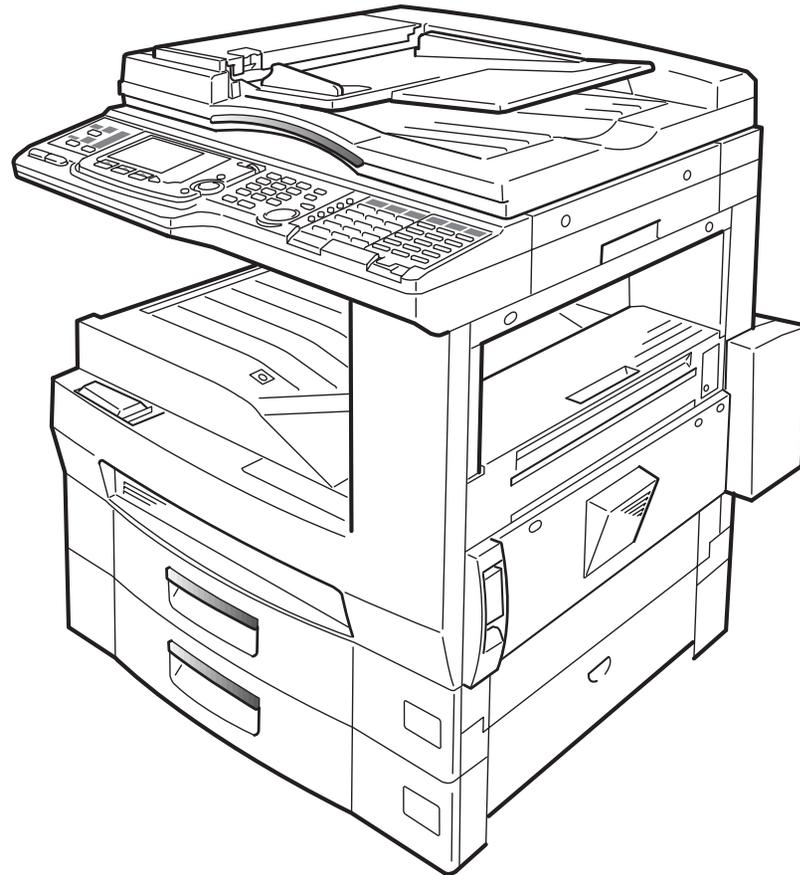


Muratec MFX-2500

Operating Instructions



General Reference

Muratec[™]
The Fax Specialists.

Welcome ...

Trademarks

Muratec, the Muratec logo and all Muratec product names contained herein are trademarks of Muratec America, Inc.

ENERGY STAR is a registered mark of the United States Environmental Protection Agency.

Copyright

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As an Energy Star® partner, Muratec America, Inc., has determined that this product meets the Energy Star guidelines for energy efficiency.



Super G3 is an extension of Group 3 fax technology standards, allowing the use of high-speed ITU-T v.34 bis modems for 33.6 Kbps transmission and high-speed protocols for rapid handshaking.

JBIG — Joint Bi-level Image experts Group, the new ITU-T standard image data compression method. As JBIG compresses the data more efficiently than MMR, it is especially effective when transmitting halftone (grayscale) image document.

This manual and any updates to it can be found online at www.muratec.com
Go to the "Products" section of this site, then click on "*MFX-2500*"

Regulatory information

United States of America

Federal Communications Commission (FCC) information

Ringer Equivalence Number (RENS): AC REN, 2.2B; DC REN, 0.3.

This facsimile machine has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against such interference in a residential installation.

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

If this equipment causes interference in 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.

This equipment complies with Part 68 of the FCC rules. On the bottom of this equipment is a label that contains, among other information, the FCC registration number and REN for this equipment. If so requested, you must provide this information to the telephone company.

An FCC-compliant telephone cord and modular plug are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part-68-compliant.

Telephone company procedures

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

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

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

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

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

Notice: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains, either in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it was sent and an identification of the business or other identity, or other individual sending the message and the telephone number of the sending machine or such business, entity or individual. For instructions on programming this information (the "TIT") into your fax machine, see pages 1.16–1.17.

Type of service

Your fax is designed for use on standard-device telephone lines. The fax connects to the telephone line with a standard line called the USOC RJ-11. Connection to telephone-company-provided coin service (central-office-implemented systems). 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 machine, they should be done by Muratec America, Inc., or an authorized representative of Muratec America, Inc. For information, contact the Muratec Customer Support Center at 972-364-3350 (from the U. S. only).

Canada

Industry Canada (IC) regulations

IC Ringer Equivalence Number (REN): 0.3.

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

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

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

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

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

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

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENS of all the devices does not exceed 5. The IC REN for your equipment is 0.3.

Safety information

Laser Safety

This is a digital machine which operates by means of a laser. There is no possibility of danger from the laser, provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

Internal Laser Radiation

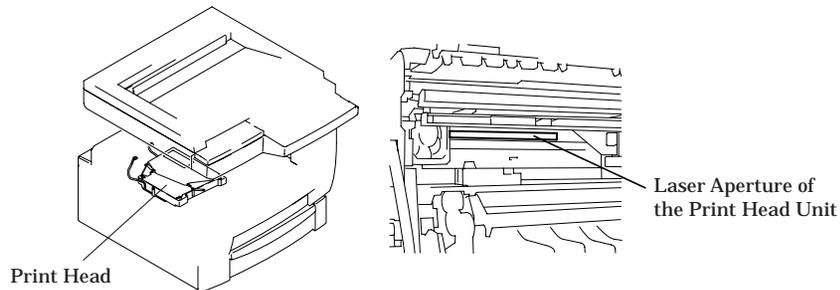
Maximum Average Radiant Power: 36.7 (μ W) at the laser aperture of the print head unit.

Wavelength: 770-810 nm

This product employs a Class IIb Laser Diode that emits an invisible laser beam. The Laser Diode and Scanning Polygon Mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM.

Therefore, the print head unit should not be opened under any circumstances.



This figure shows the view inside the Right Door with the Imaging Unit removed.

For the United States

CDRH regulation

This machine is certified as a Class 1 Laser product under the Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U. S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

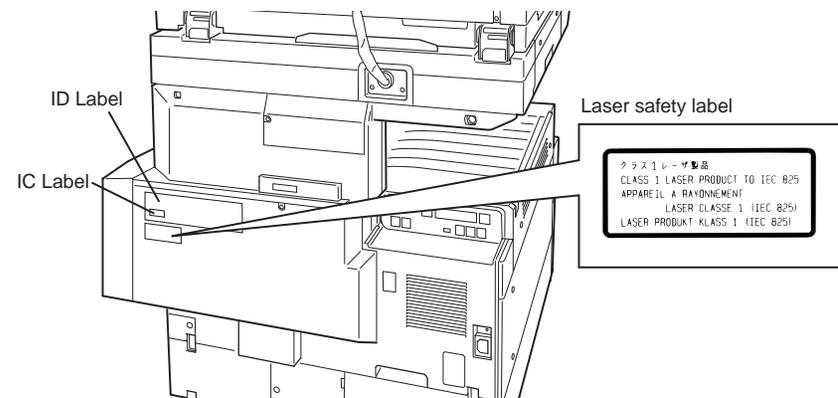
The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CAUTION: Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-810nm.

Laser Safety Label

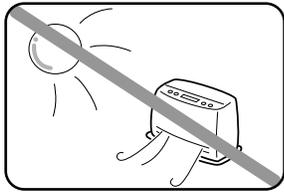
A laser safety label is attached to the outside of the machine as shown below.



Before using your Muratec machine

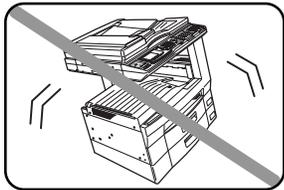
Where to set up your machine

Follow these guidelines when setting up your machine:



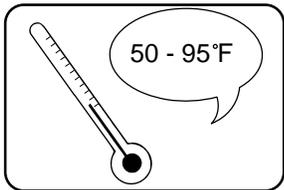
Away from direct sunlight

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



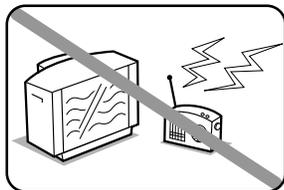
Level, and vibration-free

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



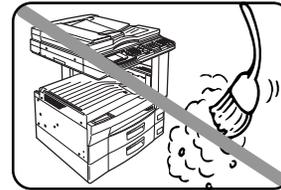
Avoid extreme high / low temperature

Use your machine within the temperature range of 50°F to 95°F (10°C to 35°C).



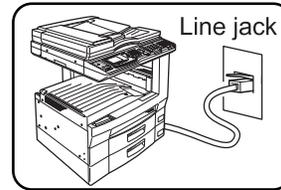
Away from a television or radio

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



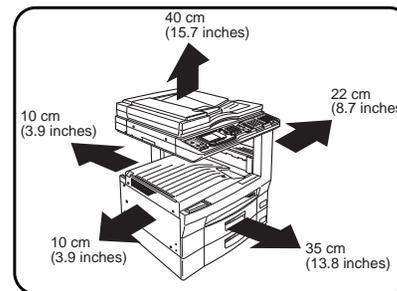
Clean

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



Near a phone jack

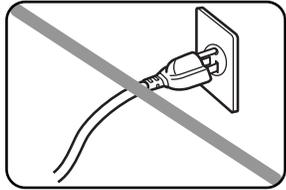
Your machine uses a standard (modular) telephone jack, also known as an RJ-11.



Space around the machine

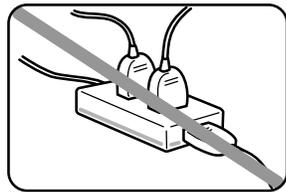
To ensure proper ventilation and easy operation, set up the machine in an area that meets the minimum requirements for clearance as illustrated below.

Power requirements



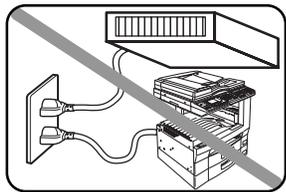
Plug in the power cord

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



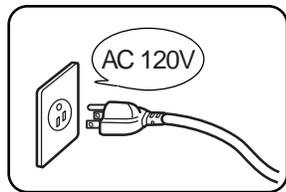
Do not share an extension cord connector with other plugs

It can cause electrical shock.



Do not share an outlet with a large appliance

High-consumption appliances such as a refrigerator or air conditioner can cause "draw-downs" which could damage your machine.



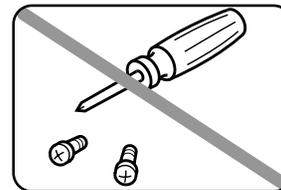
120 VAC outlet

Use a standard three-pronged 120 V electrical outlet to power your machine. Using any other electrical outlet will cause damage to your machine.

For domestic use only

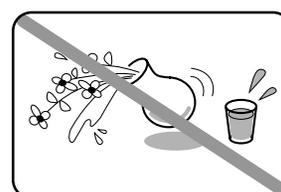
Never use your machine outside the country in which you purchased it. Doing so may violate telecommunication and safety regulations of that country, and variations in electrical and telephone standards can cause poor performance and damage to your machine.

General Precautions



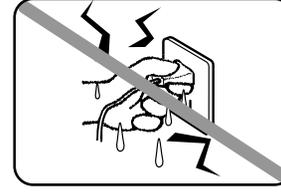
⚠ Never disassemble your machine!

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



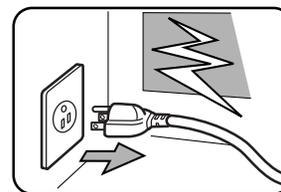
Keep away from liquids

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



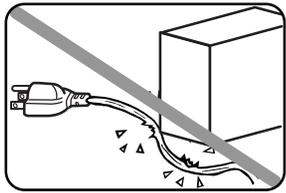
⚠ Never handle your machine or power cord with wet hands

Never touch your machine or power cord if your hands are wet.



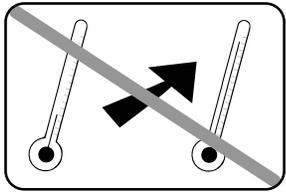
During electrical storms, disconnect the plug from the outlet

Electrical storms can cause electrical shock or damage to the machine.



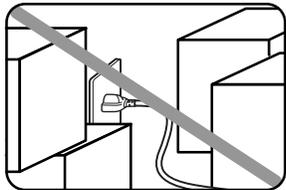
Do not put furniture or equipment on the power cord

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



Avoid temperature fluctuations

Sudden changes in temperature can cause damaging condensation to form inside your machine.



Allow clearance around the outlet

Don't stack boxes or furniture around the outlet.

Use supplies manufactured specifically for Muratec machines

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

Storing and handling toner bottle

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

Store the toner bottle

Store toner bottle at a constant temperature within a range of 50°F to 95°F (10°C to 35°C). Do not store bottles in locations subject to extreme fluctuation of temperature and humidity.

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

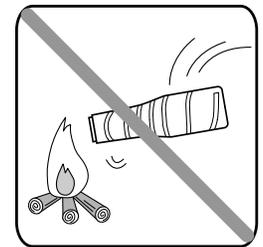
Do not open the protective bag of the bottle until you are ready to install the bottle.

Do not store bottles in areas of:

- Direct sunlight
- Dusty conditions
- Near floppy disks or other computer media, computer screens, or any other materials sensitive to magnetic fields.

⚠ Do not burn toner bottles!

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



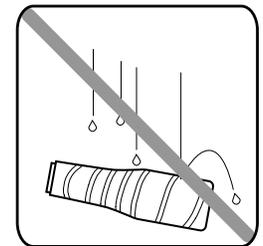
Be careful not to get the toner powder in your eyes.

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

Keep bottles away from water or oil.

Do not expose bottles to direct sunlight.

Do not expose toner bottles to static or other electrical shock.



Introduction

Thank you for choosing Muratec MFX-2500.

The Muratec MFX-2500 is a multi-function machine, combining facsimile and copier features.

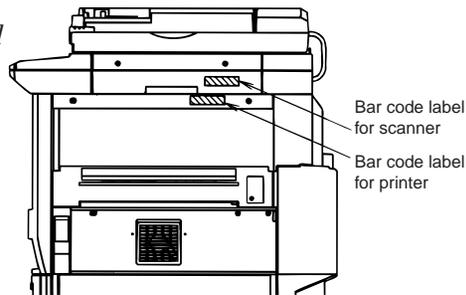
The operating instructions for this machine is divided into three books. Please read the instructions you need.

- **“General Reference”** (This book) — Describes the basic operations and basic caring of your machine. Covers what you have to know to use your machine immediately.
- **“Fax Reference”** — Describes the various faxing features.
- **“Copy Reference”** — Describes the various copying features.

Find your serial number and write it down

Please note that your machine's *serial number* is located on the *bar code label* as shown on the drawing at right. Use the blank at the bottom of this column to copy this down *before* you set up your machine.

Note: The *IC label* and *ID label* do *not* contain serial number information.



Close up, the bar code label looks something like this, but with a different set of numbers:



Please copy down your machine's serial number below for future reference, and note the machine's model number:

My machine's serial number (scanner): _____
My machine's serial number (printer): _____
My machine's model number: Muratec MFX-2500

Pick an installation spot

Where should you install your fax machine? The location should be:

- **Clean** — Dust buildup can damage your machine. (However, do not use a cover!)
- **In the open** — Allow at least 12 inches of clearance around your machine. Be sure that you never cover the machine. Its vents must be able to “breathe.”
- **Away from direct sunlight** — This helps avoid overheating.
- **Dry** — Avoid any location where splatters or sprays (such as from a water fountain) could reach your fax machine.
- **Level, and vibration-free.**
- **Near a phone jack** — Your fax machine uses a standard (modular) telephone jack, also known as an RJ-11.
- **Near an AC power outlet** — The AC power cord is about 5 feet long when stretched to its limit, and the power cord should never be stretched to its limit.

Power tips



- **Use a standard three-pronged 120 VAC outlet.**
- **Make sure the outlet isn't controlled by a wall switch.** If it is, you'll risk occasional shutoffs to the machine, causing you to lose fax messages.
- **Don't use an outlet which also is supplying power to a large appliance,** such as a refrigerator or air conditioner. Such high-consumption appliances can cause “draw-downs” (temporary drops in the power available for other equipment on the circuit) which could damage your fax machine.
- **Use an electrical surge suppressor,** preferably one which guards both telephone and electrical lines. This device helps to shield your fax machine from damaging high-voltage electrical surges.

Voltage requirements: 120 VAC ± 10%, 50–60% Hz.

Power consumption:

Sleep mode	Standby	Transmission	Reception	Copying	Maximum*
5 w	45 w	88 w	840 w	880 w	1320 w

* ; simultaneous copying, communicating and scanning

Symbol and terms (Operating tips)

In this manual, the following symbols and terms are used, and make sure you know what they mean.

- ⚠ CAUTION** This symbol indicates how to avoid personal injury.
- Important:** This instruction describes conditions or incorrect operations that could cause damage to your machine.
- Note:** A note describes helpful hints, restrictions, or how to avoid difficulties.
- [] Keys that appear at the lower parts on the LCD. To press this key, use the item select key.
- “ ” Items that appear on the LCD.
- BOLD WORDS** Keys built into the machine's operation panel.
- LCD The Liquid Crystal Display. It shows the machine's status, error messages and function menu, etc.
- Document A document is the original sheet(s) of paper you send or copy on your machine.
- Paper A paper is the recording paper for printing.
- ☐, ☐ It means that the direction of the document or paper. See “About ☐ and ☐ symbol” next column.

<Operating tips>

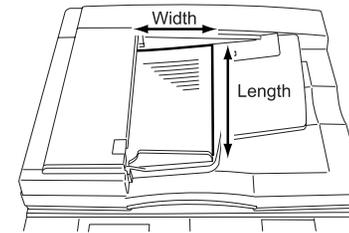
Here's an example. If we say “press **MENU, J, 0, 7, [Enter]**” ...

... you'd press **MENU**
... then **J**
... then **0** (the numeric key *zero*)
... then **7**
... and then Item select key correspond to [Enter].

Important: Even though our example above includes commas, do not enter them into the machine. Those characters appear in our instructions to separate one number from the other. They do *not* need to be entered into your machine.

About ☐ and ☐ symbol

☐ and ☐ symbol indicates the direction of your document or recording paper. When the document or paper has a length longer than its width, we use symbol ☐.



When the document or paper has a length shorter than its width, we use symbol ☐.

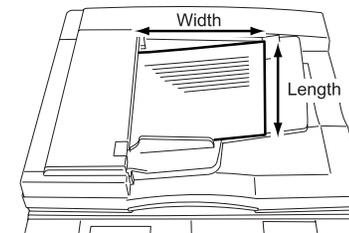


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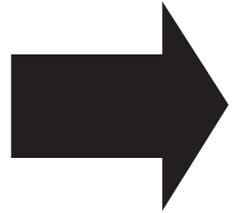
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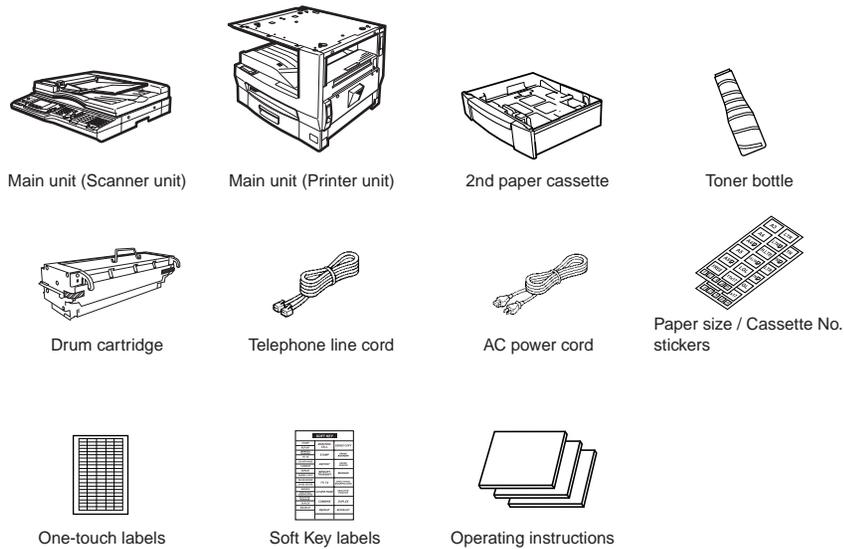
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Getting started



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Packaging contents



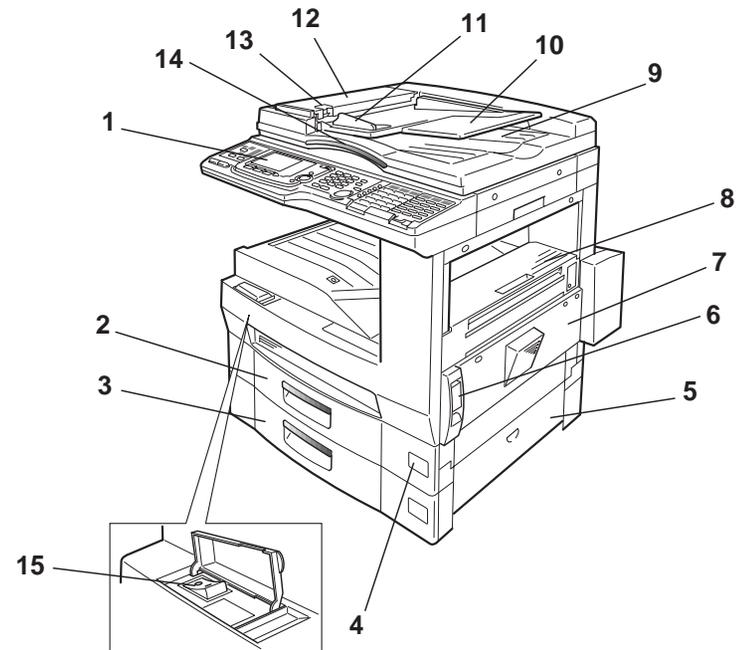
Included in your machine's packaging:

- Main unit (Scanner part)
- Main unit (Printer part)
- 2nd paper cassette
- Toner bottle
- Drum cartridge
- Telephone line cord
- AC power cord
- Paper size / Cassette No. stickers
- One-touch labels
- Soft Key labels
- Operating instructions
 - General Reference
 - Fax Reference
 - Copy Reference
 - Installation Manual

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

Parts of the machine

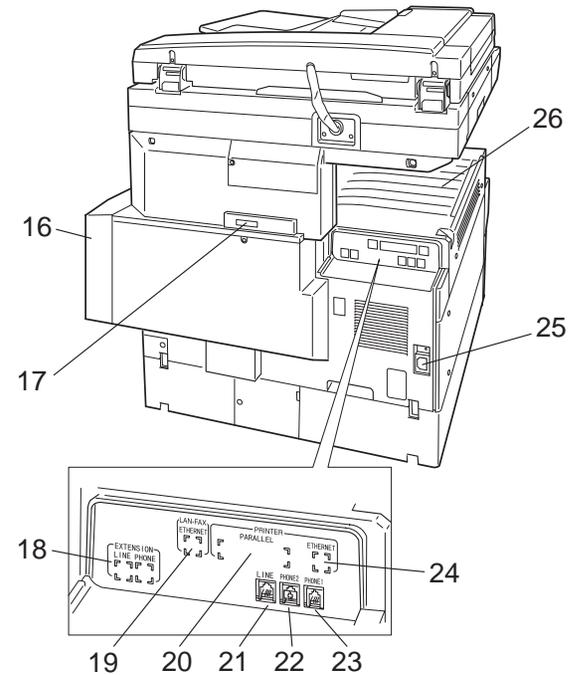
Note: Any terms used here that are unclear to you right now will be explained in detail in the coming pages.



- 1 Control Panel** — The keys you use to operate your machine. (See pages 1.4–1.5 for more details.)
- 2 Multi purpose cassette** — Where you put the recording paper. Holds up to 275 sheets of various sized paper.
- 3 2nd paper cassette** — Where you put the recording paper. Holds up to 550 sheets, either letter or legal-sized paper.
- 4 Recording paper size / level indication lamp** — Put the paper size sticker on this place. The lamp shows the level of the current paper supply without requiring you to open the paper cassette. It will blink when the remaining papers become few and it will light when the paper is completely gone.

Getting started

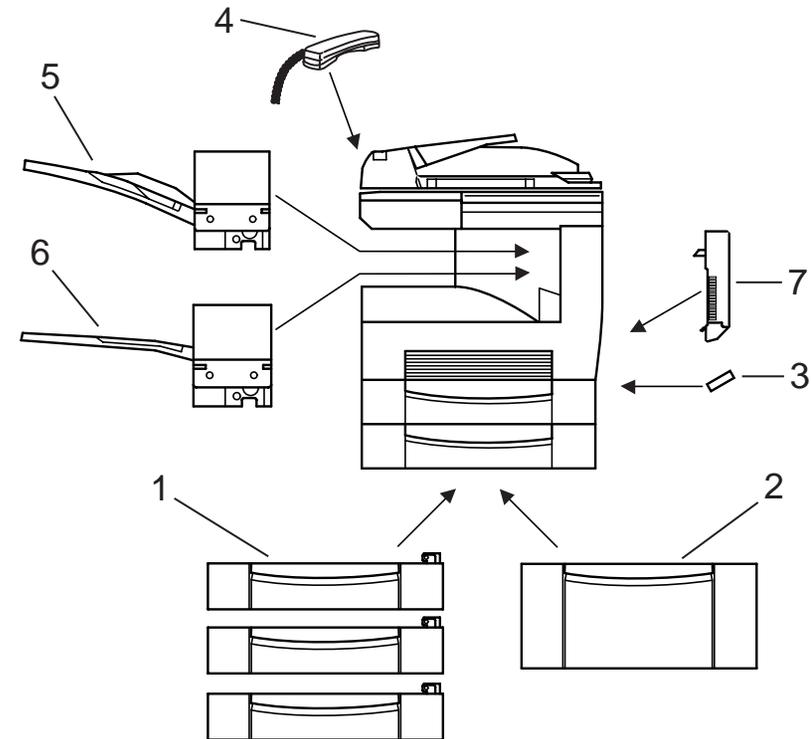
- 5 Side cover** — Open this to fix printout jams in the cassette.
- 6 Printer cover release** — Pull up this to open the printer cover.
- 7 Printer cover** — Open this to fix printout jams or change the drum cartridge.
- 8 Fuser cover** — Open this to fix printout jams in the fuser.
- 9 Original document exit** — Where the original document comes out.
- 10 Document tray** — Holds original documents.
- 11 Document guide** — Adjust this to fit the width of the original document so it will feed properly into the machine.
- 12 ADF cover** — Open this by using the ADF cover release to remove original document paper jams.
- 13 ADF cover release** — Pull up this to open the ADF cover.
- 14 Platen cover** — Open this to scan an original document using the flatbed scanner (FBS).
- 15 AC power switch** — Turns your machine on and off. Usually it should be on. (If it is off, the machine cannot receive a fax message.)
- 16 Toner bottle cover** — Open this to change the toner bottle.
- 17 RS-232C interface port** — Where you plug in the RS-232C cable, when you use the optional RS-232C interface kit.
- 18 LINE / PHONE jack for option** — Where you plug in the telephone line cord and the optional handset, when you use the optional second phone line module.
- 19 LAN-FAX ETHERNET jack** — Where you plug in the network cable, when you use the optional total server kit.
- 20 PRINTER PARALLEL port** — Where you plug in the printer cable, when you use the optional printer controller kit.



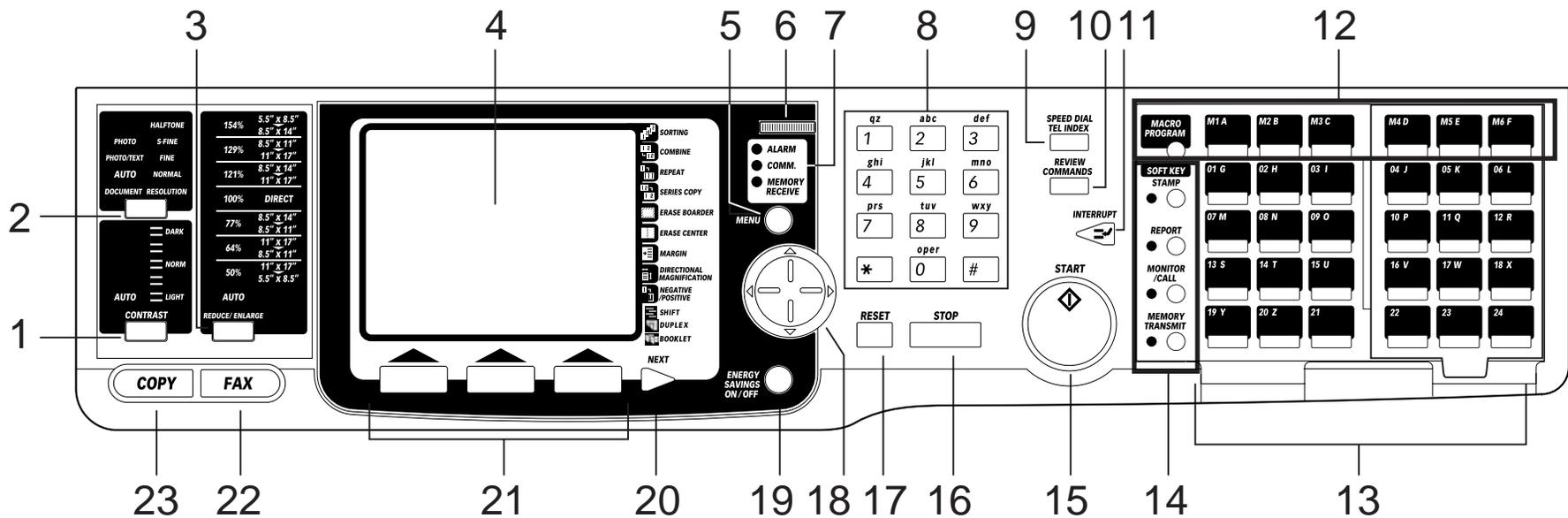
- 21 LINE jack** — Where you plug in the telephone line cord. (The other end of the cord plugs into a wall telephone jack.)
- 22 PHONE2 jack** — If you connect a second telephone to your machine, this is where you plug in the cord.
- 23 PHONE1 jack** — Where you plug in the optional handset.
- 24 ETHERNET jack** — Where you plug in the network cable, when you use the optional network printer controller.
- 25 AC power jack** — Where you plug in the AC power cord.
- 26 Paper tray** — Where the received fax message or copied paper emerges.

Options

- 1 Paper cassette (3rd, 4th, 5th)** — Each cassette capacity is 550 sheets.
- 2 Large capacity cassette** — Its capacity is 2,700 sheets.
- 3 Bypass tray** — Where you put the recording paper for copying. Holds only one sheet, either letter, legal or half-letter size paper.
- 4 Handset** — Used for voice communication.
- 5 Shift tray** — Shifts and sorts printed papers in sort copy.
- 6 2-Bin tray** — Sorts copied papers and received fax messages.
- 7 Duplex unit** — Used for duplex copy or booklet copy.
- 8 Page counter** — Counts the total printed pages.
- 9 Second phone line module (AL-250)** — Adds one more line and makes it possible to communicate with two machines at the same time with super G3.
- 10 Additional Memory (8 MB, 24 MB)** — Able to add one or two memories to the standard 16 MB memory.



Control panel



- 1** **CONTRAST** — Press to adjust the contrast level.
- 2** **RESOLUTION** —
In Fax mode: RESOLUTION
 Press to toggle among the three resolution modes and 256-level grayscale.
In Copy mode: DOCUMENT
 Press to toggle among PHOTO, PHOTO/TEXT and AUTO.
- 3** **REDUCE/ENLARGE** — Press this key to choose one of several preset reduction/enlargement rates for copy or enlarge transmission. (See page 1.8 in “Copy Reference” or page 2.20 in “Fax Reference” for more information.)
- 4** **Liquid crystal display (LCD)** — Shows the machine’s status and lets you see what you’re programming into the machine.
- 5** **MENU** — Press to set the advanced futures or settings.
- 6** **LCD contrast volume** — Use to adjust the contrast of the LCD.
- 7** **Status lights**
ALARM light — Glows when a problem occurs during fax communication, printing or scanning.

- 8** **Numeric keypad** — Just like the numeric keys on a regular tone-dialing phone. Use these to dial phone and fax numbers and to enter numbers when you’re setting up the machine.
- 9** **SPEED DIAL/TEL INDEX** — Starts a *speed-dialing* operation, which you finish by pushing three of the keys on the *numeric keypad*. Also displays *one-touch* and speed-dial entries sorted alphanumerically, as in a telephone directory.
- 10** **REVIEW COMMANDS** — Press to review pending fax commands or to view a brief description of delayed commands.
- 11** **INTERRUPT** — Press to interrupt the current printing job and make copies.
- 12** **Macro keys** — Programming the Macro keys (M1 – M6) can reduce many steps of the operation to a simple press of a key. You can “teach” the Macro keys to carry out one of the several operations (see page 2.16 in “Fax Reference” or page 2.12 in “Copy Reference”).

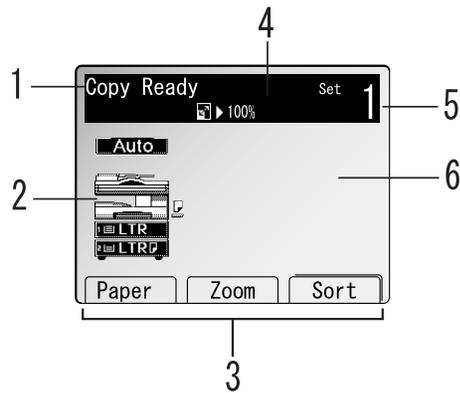
- 13 One-touch keys** — The keys labeled **01-78** offer one-touch dialing convenience. You also can use the keys labeled **79-84** for programmable functions: this lets you teach your machine an advanced multi-step function just once, then recall the function at any time by pressing one of these keys.
- 14 Soft Keys** — Shortcut keys. Any function that can be turned on or off can be programmed into these four keys. If the light above one of these keys glows, this indicates the setting that's been programmed into it (see page 2.15 in "Fax Reference" or page 2.11 in "Copy Reference") is turned on. These keys are programmed at the factory to turn the following functions on or off:
- Soft Key 1: **STAMP** — Press this key to set the machine to *stamp* each original document or page automatically when the machine transmits it successfully.
- Soft Key 2: **REPORT** — Press to turn the confirmation report feature on or off for the next fax transmission.
- Soft Key 3: **MONITOR/CALL** — Press to turn the *monitor speaker* off or on. When it's on, it allows you to hear the call you're making. When using this feature, you can only hear the communication taking place. You cannot be heard unless you use a handset (optional). When sending a fax, this key also activates the *call request* feature.
- Soft Key 4: **MEMORY TRANSMIT** — Selects which transmission mode your machine uses, whether from memory or from the document feeder.
- 15 START** — Press to begin a fax communication or copying.
- 16 STOP** — An all-purpose "Whoa!" key. Stops the current operation and ejects a document from the document feeder.
- 17 RESET** — Press to cancel the settings.
- 18 Cursor key** — Use in various scenes, to select an item on LCD or the enter the numbers when you are setting up the machine.
- 19 ENERGY SAVING** — Press to enter the Sleep mode. If you press it for 3 seconds, it will be in the Auto power off mode. Press this key again to return to standby mode. (See page 1.7 for details.)
- 20 NEXT** — When the frame of the item at the lower part on LCD is shown with double or more lines, it means that you can select more items. Press this key to show the more items.
- 21 Select function keys** — These keys correspond to the items at the lower part on the LCD. Press to choose item at the lower part on LCD.
- 22 FAX** — Press to change from Copy mode to Fax mode.
- 23 COPY** — Press to change from Fax mode to Copy mode.

Panel display (Liquid Crystal Display)

Changing Fax/Copy mode

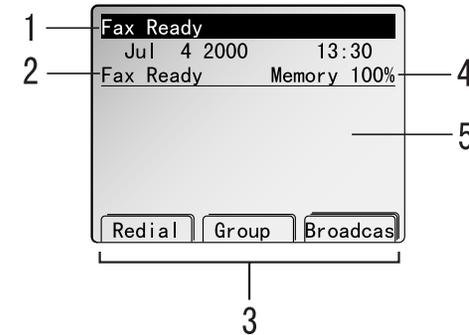
When you use your machine as a copier, for making copies or setting copy functions, press **COPY**. As a facsimile, for fax transmission or setting fax functions, press **FAX**. The LCD shows the machine's status, error messages and function menu.

Copy standby display



- 1** Operational status or messages, paper size currently selected and reduce/enlarge ratio.
- 2** Currently selected paper cassette and the machine's status.
- 3** Various items are displayed according to the operation. When it is shown with double or more lines, it means that you can select more items. Press **NEXT** to show the more items.
- 4** Copy reduction or enlargement ratio.
- 5** Number of copies.
- 6** In this area, displays the selected function's icon or error message. When you set the copy function(s), the icon corresponds selected function is displayed. See page 1.2 in "Copy Reference" for details.

Fax standby display



- 1** Machine's status.
- 2** Fax reception mode.
- 3** Various items are displayed according to the operation. When it is shown with double or more lines, it means that you can select more items. Press **NEXT** to show the more items.
- 4** Amount of memory available.
- 5** In this area, displays the operational status, items and any messages.

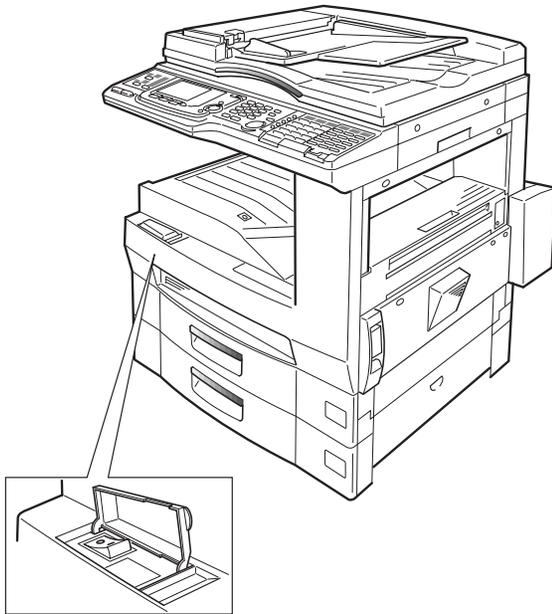
Power On

Your machine has the AC power switch and **ENERGY SAVING** key as the power switch.

AC power switch

When you use your machine for the first time, turn on the AC power switch. It should be always On. Only when your machine will be not used for a long time or will be moved, turn it off.

Note: If you turn it off, your machine will be not able to receive a fax message.



ENERGY SAVING key

Sleep mode

When pressing **ENERGY SAVING**, it will put out lights of the LCD display and all lamps and the printer will be stopped (in the Sleep mode). It cuts down the power consumption. When the Sleep mode is On, your machine will be in the Sleep mode automatically when 15 minutes has passed after you pressed any key last. (The time can be set within 1 - 100 minutes, see page 1.23.)

ENERGY SAVING key will turn to green during the Sleep mode.

As any key is pressed in the Sleep mode, your machine will wake up.

Auto Power Off mode

When pressing **ENERGY SAVING** for 3 seconds, your machine will be in the Auto power off mode. Also when your machine has been in the Sleep mode for 60 minutes, it will be in the Auto power off mode automatically. (The time can be set within 30 - 120 minutes, see page 1.23.)

All power switches will be turned off in the Auto power off mode, however your machine can transmit the data stored in the memory and print out the received document. It is effective for cutting down the power consumption at night or on holidays.

ENERGY SAVING key will turn to red during the Auto power off mode.

As **ENERGY SAVING** is pressed in the Auto power off mode, your machine will wake up.

Loading paper

Recording paper size and capacity

Cassette	Paper size	Capacity
Multi purpose cassette	Letter □ □, Legal □, Ledger □, Half-letter □ □, A3 □, B4 □, A4 □ □, B5 □ □, A5 □ □, A6 □, F4 □, Postcard □, Custom-sized* ¹ DL □, COM10 □, Monarch □, Executive □ □	275 sheets
2nd - 5th* ² paper cassette	Letter □ □, Legal □, Ledger □ A3 □, B4 □, A4 □ □, F4 □	550 sheets
Large capacity cassette* ³	Letter □, A4 □, B5 □	2,700 sheets

*¹ 5.5 - 17.0 inches × 3.6 - 11.7 inches (Width × Length)

*² 3rd, 4th and 5th paper cassettes are optional.

*³ Large capacity cassette is optional.

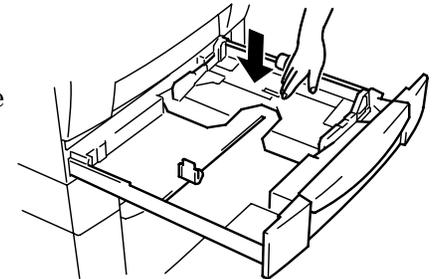
Loading paper

Your machine's multi purpose cassette can hold up to 275 sheets and the 2nd cassette can hold up to 550 sheets at a time.

Loading the multi purpose cassette, 2nd, 3rd, 4th or 5th paper cassette

1 Pull the cassette toward you.

2 Push down the bottom plate inside the cassette so it clicks and the plate and the bottom of the cassette are even.

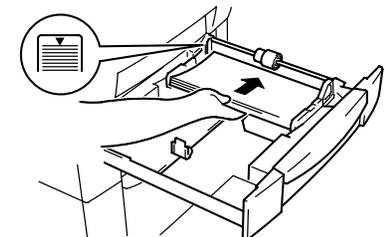


3 Insert the paper into the cassette with face up. If it is the multi purpose cassette, proceed to step 4. If it is the 2nd, 3rd, 4th or 5th cassette, skip to step 5.

Note: Make sure the stack of paper isn't higher than the limit mark.

4 Adjust the side guide and the rear guide for the paper by sliding them.

Note: Slide the side guide with pressing the green part. Slide the rear guide with pressing the both side of it.

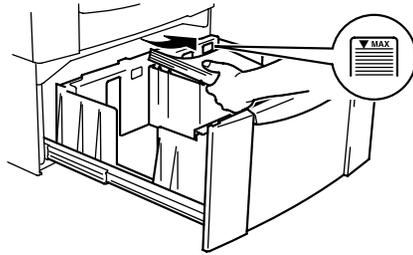


5 Close the cassette.

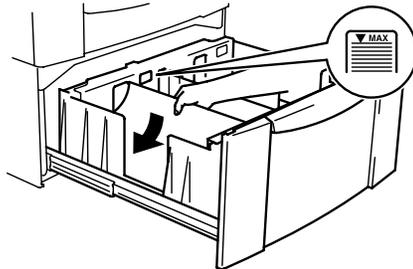
Loading the large capacity cassette (Option)

- 1 Pull the cassette toward you.
- 2 Push down the bottom plate inside the cassette so it clicks and the plate and the bottom of the cassette are even.

- 3 Insert the paper into the cassette along the right side with face up.
Note: Make sure the stack of paper isn't higher than the limit mark.



- 4 Insert the paper into the cassette along the left side with face up.
Note: Make sure the stack of paper isn't higher than the limit mark.



- 5 Close the cassette.

Changing the paper size

You should tell the paper size to the machine, when you change the paper size. Set the paper size *after* loading new papers in the cassette.

Note: When you want to change the paper size of the 2nd, 3rd, 4th or 5th paper cassette, please contact your authorized Muratec dealer.

Changing the paper size of the multi purpose cassette

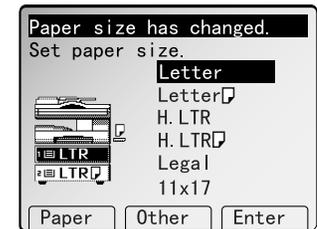
You can change the paper size of the multi purpose cassette only by moving the guides in the cassette (See page 1.8).

To set the paper size:

- 1 When you put papers in the cassette, the LCD shows:

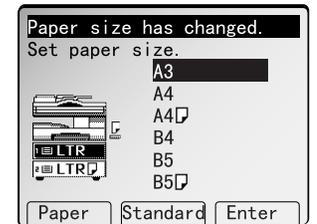
When using the standard paper size:

- (1) Select the paper size using the cursor key.
- (2) Press **[Enter]**.



When using the non standard paper size:

- (1) Press **[Other]**.
- (2) Select the paper size using the cursor key.
- (3) Press **[Enter]**.



Note: If you want to go back to the standard paper select display, press **[Standard]**.

Getting started

When using the special sized paper:

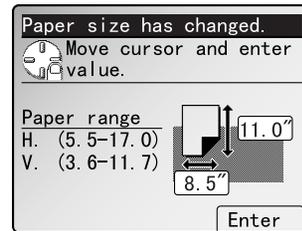
- 1) Press **[Other]**.
- 2) Select **"Custom"** using the cursor key.
- 3) Press **[Enter]**.
- 4) Enter the horizontal and vertical size of the paper using the numeric keypad.

Note: You can also enter the paper size using **▲** and **▼** of the cursor key.

Note: To change Horizontal / Vertical, use **◀** and **▶** of the cursor key.

- 5) Press **[Enter]**.

- 2 The machine returns to standby mode.
When you set the "Custom" paper, press **RESET** for standby mode.



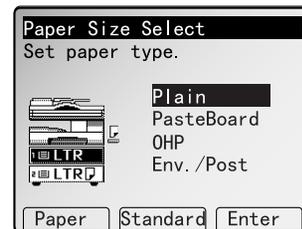
Setting the paper type

When you set transparency films or thick papers in the multi purpose cassette, set the paper type.

- 1 Press **COPY** to change to the copy mode, if needed.
- 2 Press **NEXT**, then press **[Chg.Ppr.]**.
- 3 Press **[Ppr.Type]** after confirming the 1st cassette is selected.

- 4 Select the paper type using the cursor key.
Then press **[Enter]**.

Note: Pressing **RESET**, the machine returns to standby mode.



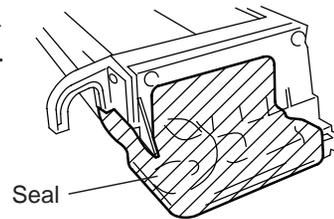
Installing / Changing the printing supplies

Your machine prints incoming faxes and copies with a laser print engine. The engine requires two types of printing supplies (sometimes also called consumables):

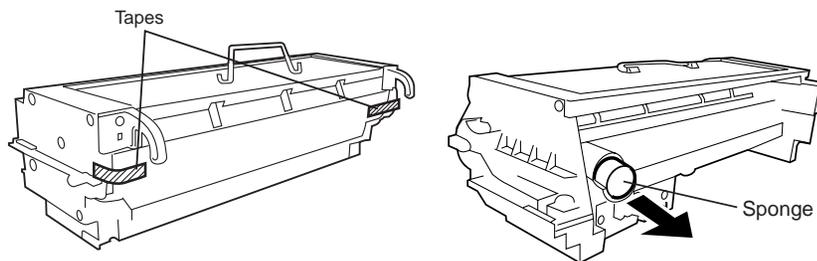
- The *drum cartridge* — It yields 67,000 normal letter-sized printouts (see “Specifications,” page A1.1). By “normal,” we’re referring to the amount of text and/or graphics on each page. This is based on an industry-standard test document.
- The *toner bottle* — It yields 11,000 “normal”, letter-sized printouts (see “Specifications,” page A1.1).

Unpacking

- 1 Unpack the new drum cartridge from its carton. Then remove the seal from the cartridge.

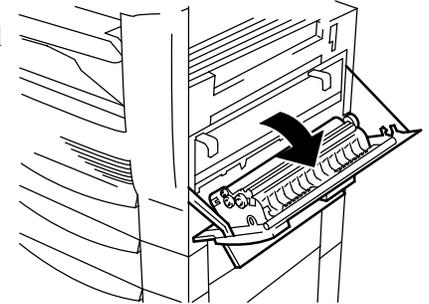


- 2 Remove the packing materials (securing tapes and sponge(rear)) from the drum cartridge.

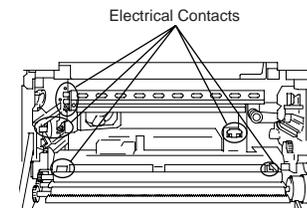


Installing / changing the drum cartridge

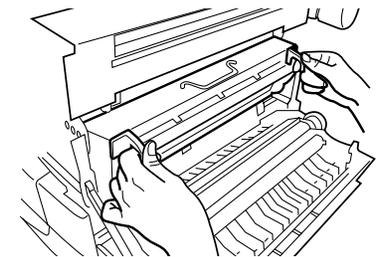
- 1 Pull up the printer cover release and open the printer cover. If you change the old drum cartridge to the new one, proceed to step 2. Otherwise, skip to step 3.



Important: Never touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.

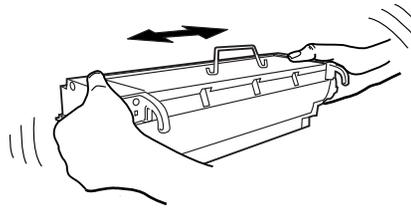


- 2 Grasp the green handles and gently pull out the old drum cartridge. Then lift it out by the handle on top.

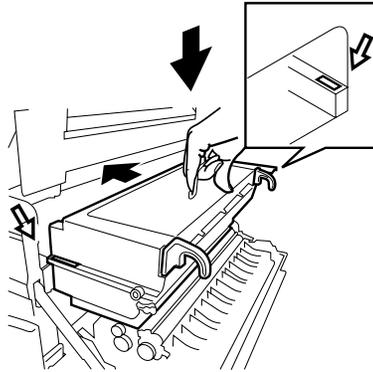


Getting started

- 3** Shake the new drum cartridge horizontally.

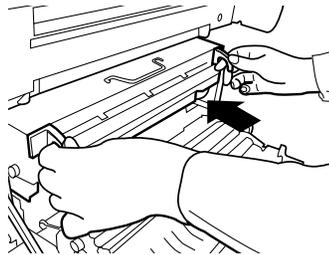


- 4** Align the green labels on both ends of the new drum cartridge with the green labels on the rails of the machine and set it to the machine.



- 5** Grasp the handles and push the drum cartridge into the machine until it clicks.

- 6** Close the printer cover.

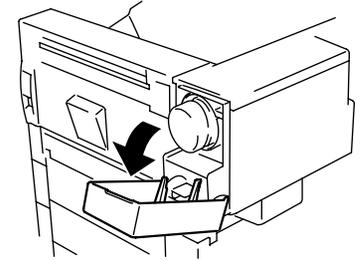


Installing the toner bottle

Note: Use **ONLY** the specified toner for this machine. Using any other toner could result in trouble.

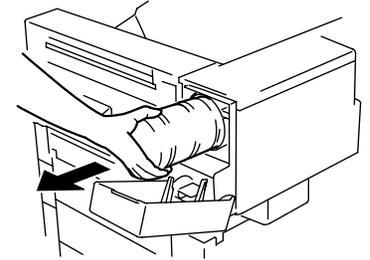
Note: Be careful not to drop the toner bottle from 1 m (about 40 inches) or more height. It may cause damage to the toner bottle.

- 1** Open the toner bottle cover.

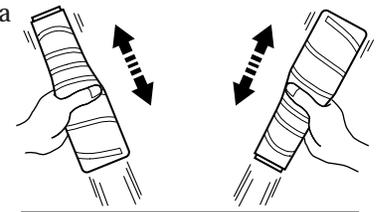


- 2** Gently pull out the used bottle.

Note: If the toner bottle cover is opened while the bottle is turning, the bottle may be locked in place. If this happens, close the cover, wait for the bottle to stop, and try again.

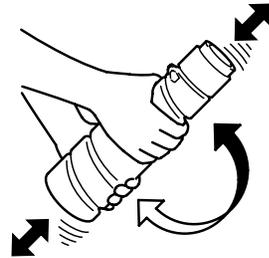


- 3** Sharply tap the new toner bottle against a desk or other hard surface four or five times. Then turn the toner bottle upside down and tap it the same way again.



- 4** Shake the new toner bottle well and turn it over lengthwise five times.

Note: Make sure to carry out the procedure above to agitate the toner well before installing the toner bottle in case the toner has settled.



- 5** With the seal on the toner bottle facing up, slowly peel off the seal as shown at right:

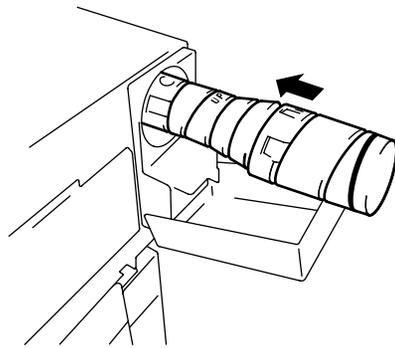
Note: Be careful, some toner may puff out from the bottle.



- 6** With the "UP" marking on top, insert and push the bottle up to the black line on it.

- 7** Close the toner bottle cover.

Note: When the toner bottle cover is closed, the machine automatically starts replenishing the supply of toner. During this period, do not attempt to turn off the power switch or open the printer cover.



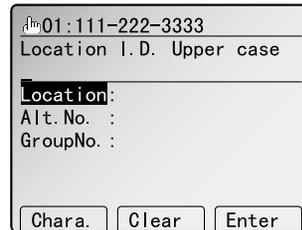
Entering characters

Some settings give you a chance to enter characters; for TTI, remote fax's name or others. To enter letters or other characters, use one-touch keys, numeric keypad or code keys.

Using one-touch keys to enter characters

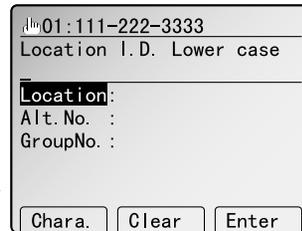
Use the one-touch keys to enter letters and other non-numeric characters.

To type an upper-case letter, press **[Chara.]** and select "Upper case" by using the cursor key, and then press **[Enter]**. You'll see the display as shown at right:



The word "Upper case" means the machine will enter only upper-case letters. If you press **R**, the machine will see it as an **R** (not an r).

To type a lower-case letter, press **[Chara.]** and select "Lower case" by using the cursor key, and then press **[Enter]**. You'll see the display as shown at right:



This means pressing one-touch keys will enter lower-case letters: pressing **r** will produce an r (not an **R**) on the display.

To switch back for upper-case entries, press **[Chara.]** and select "Upper case" by using the cursor key, and then press **[Enter]**.

To enter spaces, punctuation and symbols, use the one-touch keys.

We'll show you how to use the CODE function to enter even more characters (see next).

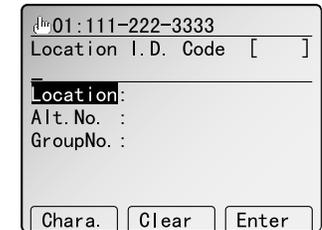
Note: If you make a mistake, press **[Clear]** to erase to the left. To change just one character in the name, move the cursor by cursor key. Press **[Clear]** to erase the character. Then re-enter the character correctly.

Using CODE to enter characters

You can enter characters with the one-touch key, and also with the CODE.

To use the CODE to enter characters:

- 1 When the machine prompts you to enter a name, press **[Chara.]** and select "Code" by cursor key, then press **[Enter]**. You'll see the display as shown at right:



- 2 Find the character you want to enter in the chart below.

Second keypress

		<i>Second keypress</i>															
		0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
First keypress	2		!	"	#	\$	%	&	'	()	*	+	,	-	.	/
	3	0	1	2	3	4	5	6	7	8	9	:	:	<	=	>	?
	4	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	5	P	Q	R	S	T	U	V	W	X	Y	Z	[]	^	_	
	6	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
	7	p	q	r	s	t	u	v	w	x	y	z	{		}		
	8			,	f	"	...	†	‡	^	%	Š	<	Œ			
	9		'	,	"	"	•	-	-	™	š	>	œ			ÿ	
	A	ı	ç	£	¤	¥	¦	§	¨	©	ª	«	¬	-	®	¯	
	B	°	±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿
	C	À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
	D	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
	E	à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
	F	ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ

The legends in the black border indicate which key you press, and in which order, to get a given character. For example, to get "@" character, you'd press **4, 0**. (The blank areas, for example **2, 0**, indicate spaces.)

3 To enter each character, press the key combination listed on the chart.

Important: Remember, there are three ways to enter characters:

Enter	Using
Numbers	Numeric keypad
Letters/characters	One-touch keys
Letters/characters/numbers	CODE chart for key combinations

Note: If you want to erase characters, press **[Clear]** to erase to the left.
To change just one character in the name, move the cursor by cursor key. Press **[Clear]** to erase the character. Then re-enter the character correctly.

4 Press **[Enter]** to save the name.

Language settings

English is the language your machine initially displays on the LCD and uses to print reports. But you can set it to “speak” French or Spanish, too.

As you give the order for the machine to change languages, it “rolls” from English to French to Spanish, and then back to English.

To make the change from one language to the next, press **MENU, #**.

EasyStart

EasyStart software is already installed on your Muratec machine. It guides you through the process of entering your machine's settings. Remember that the settings you make here can always be changed later.

Getting started

Determine the following before you go any further:

- 1 The type of dialing** your telephone system requires — Choose either *tone* or *pulse* (rotary) dialing.
- 2 The name and fax number you want to appear on your faxes** — Every fax page you send arrives at the receiving machine with a single line of text at the very top of the page. This text lists a *name* and a *fax number*, which are called a *Transmit Terminal Identifier (TTI)*. The TTI cannot be longer than *22 characters*.

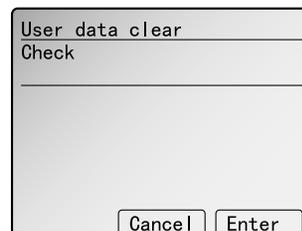
Clearing stored settings

Before using EasyStart, clear your machine's built-in *user data memory*. This ensures the memory will hold only *your* settings.

Important: After you use EasyStart, *do not* clear the memory again unless an authorized technician asks you to do so.

To clear the machine's memory:

- 1** Press **MENU**, *****, **2**. The LCD now asks if you want to clear the memory.
Note: If you *don't* want to clear the memory, just press **[Cancel]**.
- 2** If you *do* want to clear the memory, press **[Enter]**.



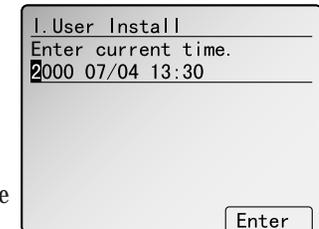
Entering initial settings

Important: If you press **STOP** during EasyStart, your machine returns to *standby mode* (its normal condition). But it will keep the settings you saved by pressing **[Enter]** as described in these instructions.

- 1** Press **FAX** to change to Fax mode, if the machine is in Copy mode.
- 2** Press **MENU**, **[Fax Set]**, **1**, **[Enter]**.
The LCD shows the current calendar/clock setting, with a *cursor* appearing under the first digit.

- 3** Use the numeric keypad to enter the *correct date and time*, using a *24-hour* format for the *time*. For instance, to set 1:30 PM on July 4, 2000, press **2 0 0 0 7 0 4 1 3 3 0**.

Note: Your machine automatically inserts the spaces and date-slash. All you have to do is enter the digits.



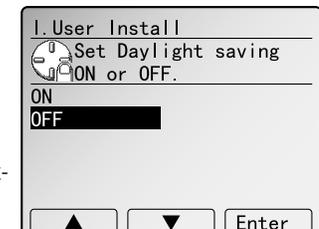
To change a digit, press the cursor key to move the cursor. Then enter the correct digit.

- 4** Press **[Enter]** to save the clock setting and continue EasyStart.

- 5** The LCD now asks if you want to set the calendar/clock to automatically recognize daylight saving time (DST).

When the setting is *On*, your machine automatically recognizes DST at 2 AM on the appropriate switchover Sundays each year.

When the setting is *Off*, no automatic change will occur.



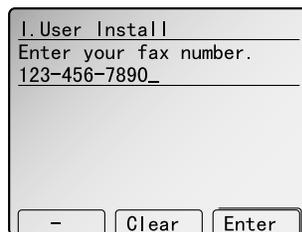
- 6** Select On or Off using the cursor key.
- 7** Press **[Enter]** to save the setting and continue.

- 8** The LCD now asks you to enter your fax number as you want it to appear on other fax machines' displays or printouts. The fax industry term for this number is *Subscriber ID*.

- 9** Use the numeric keypad to enter the fax number. To insert a dash, as shown here, press [-]. The number may contain up to 20 characters (numbers and dashes).

Note: If you make a mistake, press **[Clear]** to erase to the left. To change just one number, move the cursor by cursor key. Press **[Clear]** to erase the number. Then re-enter the fax number correctly.

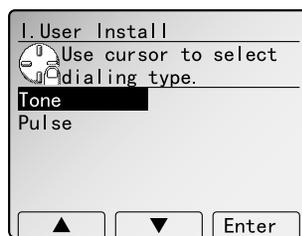
- 10** Press **[Enter]** to save the number and continue.



- 11** The LCD now asks you to set the type of dialing needed for the machine, either *tone* or *pulse*.

- 12** Select the type of dialing using the cursor key.

- 13** Press **[Enter]** to save the setting and continue.



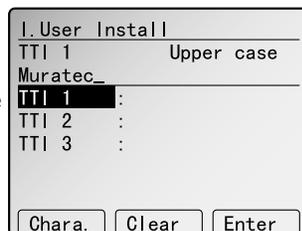
- 14** The LCD now asks you to enter the name you want to appear at the top of faxes you send. The name may be up to 22 characters in length.

Select TTI 1, 2 or 3 using the cursor key. Then press **[Enter]**.

- 15** Use the one-touch keys to enter letters and other non-numeric characters. Regarding entering characters, see page 1.14.

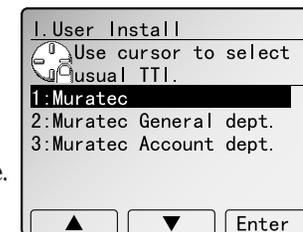
Note: If you make a mistake, press **[Clear]** to erase to the left. To change just one character in the name, move the cursor by cursor key. Press **[Clear]** to erase the character. Then re-enter the character correctly.

- 16** Press **[Enter]** to save the setting. If you *do* want to set or change *another* TTI, go back to step 14. If you *do not* want to set or change *any other* TTI, press **[Exit]**.



- 17** The LCD now asks you to set the usual TTI. Select the TTI you want to appear usually on faxes you send using the cursor key.

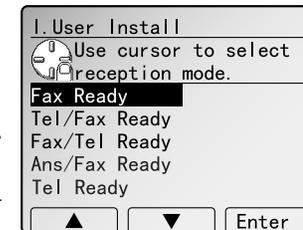
- 18** Press **[Enter]** to save the setting and continue.



- 19** The LCD now asks you to set the reception mode.

- 20** Select desired reception mode using the cursor key. (This setting can always be changed. We'll discuss reception modes further on pages 1.12-1.13 in "Fax Reference".)

- 21** Press **[Enter]** to save the setting. Your machine will return to standby mode.



EasyStart is complete!

How to set the document

Acceptable document size

The acceptable dimensions as follows:

Automatic document feeder (ADF) (width × length)

	SINGLE-SHEET	MULTIPLE-SHEET
Maximum:	11.8" × 35.4" (Tx) 11.8" × 17.7" (Copy)	11.0" × 17.0"
Minimum:	4.7" × 3.9"	8.5" × 5.5"
Weight:	30.2 – 104.7 g/m ²	52.3 – 104.7 g/m ²

You can set up to about 50 sheets of letter-, 40 sheets of legal- or 30 sheets of 11" × 17" sized document in the ADF at a time.

Flatbed scanner (FBS) glass (width × length)

Maximum: 11.0" × 17.0"

Things not to put in your machine

To avoid paper jams and damage to your machine, **don't insert:**

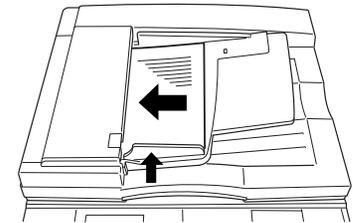
- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or still-wet correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or any small, thick items

How to set the document

When set the documents in the Automatic Document Feeder

- 1 Set your document **face up** into the document feeder. The document should be aligned to the *rear left corner*.
- 2 Adjust the document guide to fit your documents.

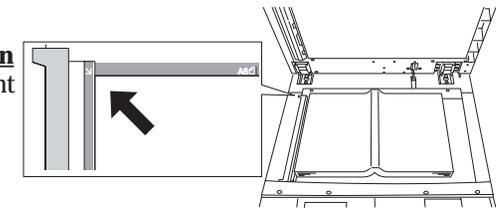
Note: You cannot set the different sized document at a time.



When set the documents on the FBS glass

- 1 Lift the platen cover fully.
- 2 Set your document **face down** on the FBS glass. The document should be aligned to the *rear left corner*.
- 3 Gently close the platen cover.

Note: If you do not lift the platen cover fully, the document size will not be detected automatically.



Auto document size detection

The following sized documents are automatically detected.

- Letter(8.5" × 11") □ □
- Legal(8.5" × 14") □
- Ledger(11" × 17") □
- Half-letter(5.5" × 8.5") □ □

Using as a Fax

The following is a basic fax features. If you want to use one-touch keys or any other advanced features, See “Fax Reference”.

Sending a fax

- 1** Press **FAX** to change to the Fax mode, if it is in Copy mode.
- 2** Set the document(s) in ADF or FBS.
- 3** Adjust resolution and contrast, if necessary.
Press **RESOLUTION** to change the resolution.
Press **CONTRAST** to change the contrast.
- 4** Adjust memory transmission, if necessary.
Press **MEMORY TRANSMISSION** to toggle memory transmission on and off.
- 5** Enter the fax number.
- 6** Press **START**.
If you use FBS, press **[Exit]** after scanning is finished.

Important: If you want to *cancel* a transmission while *scanning* the document, press **STOP**.
If you want to *cancel* a transmission in progress, use the *Review Commands* function. See “Review Commands” next.

Review Commands

The Review Commands function gives you the power to check on each job (or *command*) in your machine’s memory. It also lets you *cancel* a command if you decide not to send the document.

To cancel a command:

- 1** Press **REVIEW COMMANDS**.
- 2** Select the command you want to cancel by cursor key.
- 3** Press **[Cancel]**.
Note: If you want to stop reviewing the stored commands, press **RESET** to return the machine to standby mode.

For more information on the Review Commands function, see page 2.11 in “Fax Reference”.

Receiving a fax

A received fax is printed automatically even when the machine is in Copy mode or Auto power off mode.

Your machine has five different reception modes — *Tel Ready*, *Fax Ready*, *Fax/Tel Ready*, *Tel/Fax Ready* and *Ans/Fax Ready*. Your machine is set to Fax Ready mode for default. If you want to change the reception mode, see pages 1.12-1.13 in “Fax Reference”. We’ll explain each of these and the operation of how to set the reception mode in that page.

Using as a Copier

The following is a basic copy features. If you want to use advanced features, see “Copy Reference”.

Making copies

- 1** Make sure the machine is in the Copy mode. To change to the Copy mode, press **COPY**.
- 2** Press **RESET** to clear the previous setting, if necessary.
- 3** Set your document. (See page 1.18.)
- 4** Set any settings you want.
- 5** If you want to make only one copy of each page of the document, skip to step 7. Otherwise, proceed to step 6.
- 6** Use the numeric keypad to enter the desired number of copies for each page in your document. You can set up to 99 copies.
Note: To change the number entered, overwrite it with new number. If you want to enter fewer than 10, enter the reading zero. (For example, 05.)
- 7** Press **START** to begin the copying process.

Note: To stop the machine during multi copying, press **STOP**.

Note: To return the machine to the initial condition after copying, press **RESET**.

Note: By default, your machine make a copy with the following conditions:
Document type: Auto
Image contrast: Auto
You can change the default of these functions. (See page 3.4 in “Copy Reference.”)

Note: If you do not operate the machine for a certain period after copying, the machine returns to the initial display and after certain period, it reset the any setting to the default. This is called “Auto Reset”. You can change the auto reset time. (See page 3.5 in “Copy Reference.”)

Using as a Phone

Your machine can also be used as a phone, if you have an optional handset installed. The following is a brief look at the machine's telephone features.

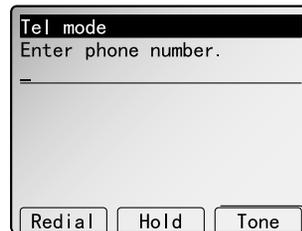
Redial

Press **[Redial]** to redial the last number dialed on your machine.

Dialing with the monitor speaker

Because your machine has a monitor speaker, you can dial without picking up the handset. For hands-free dialing:

- 1 Press **MONITOR/CALL**. You'll hear a dial tone (unless you have set your speaker volume to *Off*; see page 3.8 in "Fax Reference"), and you'll see the display as shown at right:
- 2 Dial the number you want. Use either the numeric keypad, a one-touch key or a speed-dial number to dial.



Note: Remember, your machine's monitor speaker is *not* a speakerphone. If a person answers the call, pick up the handset to speak.

Note: If the call fails, press **MONITOR/CALL** to hang up.

EasyDial directory dialing

The EasyDial directory feature is available for regular phone calls as well as fax calls. Review the EasyDial instructions on page 2.8 in "Fax Reference" for more information.

Checking the fax reception mode

While using an optional handset for your call, if you press **FAX**, the LCD shows the current fax reception mode. Press **FAX** again to return to the **TEL** mode.

Hold

You can put a call on hold during a conversation by pressing **[Hold]**. At this point, you can either hang up the handset or leave it off the hook. To return to your conversation:

- If you hung up the handset, pick it up.
- If you did not hang up the handset, press **[Hold]** again.

Note: While holding your conversation, your machine beeps at one minute interval to alert you are holding conversation. If you hold the conversation more than five minutes, the machine will disconnect the call automatically.

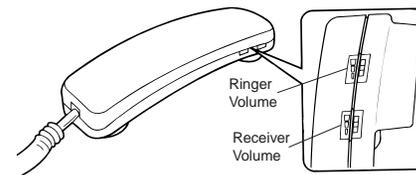
Changing the dialing type

If, with your machine set for "Pulse" dialing, you must enter tones ("DTMF") during a call, press **[Tone]** (the "-!" symbol will be shown on the LCD). Your machine now will "tone" dial all subsequent numbers.

Note: Using this key enables tone transmission from the numeric keypad after the call is connected. When you hang up the call, your machine will return to "pulse" dialing for the next call.

Adjusting handset

The small switches on the side of your machine's handset adjust the ringer volume and the receiver volume.



Ringer Volume Control — Adjust the ringer volume to one of three settings: High, Medium, or Low.

Receiver Volume Control — If you are hard to hear the remote person's voice, adjust the receiver volume to one of three settings: High, Medium, or Low.

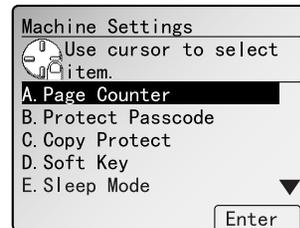
Machine setting

A. Confirm the Counter for total printed pages

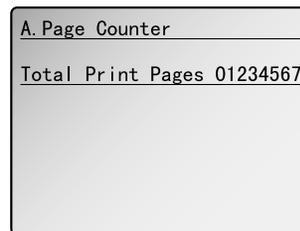
You can confirm the total number of pages you have printed.

Note: It can be different from the number on the optional page counter.

- 1 Press MENU, [**Mach Set**].
- 2 Select “**A. Page Counter**” using the cursor key. Then press [**Enter**].



- 3 The LCD shows the total number of pages.
Note: Pressing **RESET**, the machine returns to standby mode.



B. Protect passcode

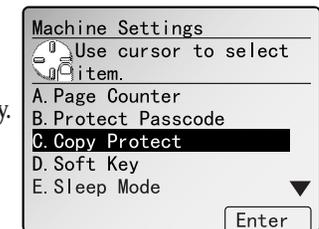
When you use the security reception or the department code protect, you need to set the protect passcode in the machine setting. Regarding the setting of the protect passcode, see “Security features” in “Fax Reference”.

C. Copy protect

You can set your machine not to use the copy functions. When you set the copy protect to ON, the machine will not to change to the copy mode even if you press **COPY**.

Note: If it is set to ON, the Fax & Copy feature (see page 2.20 in “Fax Reference”) and the setting of the paper size are also not available.

- 1 Press MENU, [**Mach Set**].
- 2 Select “**C. Copy Protect**” using the cursor key. Then press [**Enter**].



- 3 Select “**ON**” or “**OFF**” using the cursor key. Then press [**Enter**].
Note: ON: The copy function is *not* available.
OFF: The copy function is available.

D. Soft Key

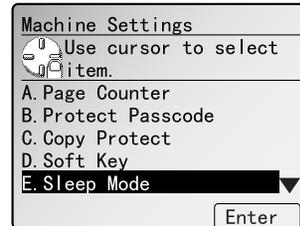
In the initial setting, the following functions are registered in the Soft keys; memory transmission, transmission confirmation stamp, confirmation report, hook/call request. When you want to set other function into the Soft key, you should set it in the machine setting. Regarding the setting of the Soft key, see “Soft Key” in “Fax Reference” or “Copy Reference”.

E. Sleep mode

Your machine is initially set to be in the Sleep mode automatically when 15 minutes has passed after you pressed any key last. If you want to change the time or to set the Sleep mode to OFF, you can set it here.

Note: Pressing ENERGY SAVING, your machine will be in the Sleep mode immediately, regardless of this setting.

- 1 Press MENU, [Mach Set].
- 2 Select "E. Sleep Mode" using the cursor key. Then press [Enter].

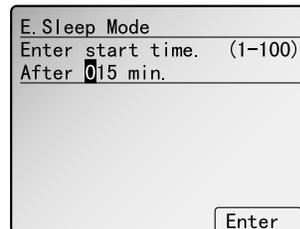


- 3 Select "ON" or "OFF" using the cursor key. Then press [Enter].

Note: If you set the Sleep mode to OFF, the Auto power off mode will be also OFF and your machine will return to standby mode.

- 4 Enter the time for the Sleep mode using numeric keypad. (1 - 100 min.)

Note: Your machine will be in the Sleep mode when the time you set has passed after you pressed any key last.



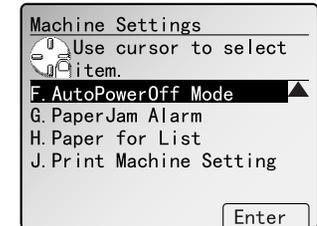
- 5 Press [Enter].

F. Auto power off mode

Your machine is initially set to be in the Auto power off mode automatically when the machine keeps to be in the Sleep mode for 60 minutes. If you want to change the time or to set the Auto power off mode to OFF, you can set it here.

Note: Pressing ENERGY SAVING for 3 seconds, your machine will be in the Auto power off mode immediately, regardless of this setting.

- 1 Press MENU, [Mach Set].
- 2 Select "F. AutoPowerOff Mode" using the cursor key. Then press [Enter].

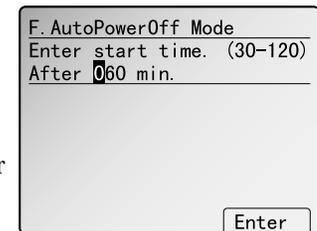


- 3 Select "ON" or "OFF" using the cursor key. Then press [Enter].

Note: If you set it to OFF, your machine will return to standby mode.

- 4 Enter the time for the Auto power off mode using numeric keypad. (30 - 120 min.)

Note: Your machine will be in the Auto power off mode when the time you set has passed after the Sleep mode starts.



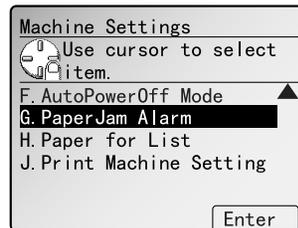
- 5 Press [Enter].

G. Paper jam alarm

You can set your machine not to sound an alarm when the paper jam occurs.

Note: The alarm light will glow and the LCD will show the error message, regardless of this setting.

- 1 Press MENU, [**Mach Set**].
- 2 Select “**G. PaperJam Alarm**” using the cursor key. Then press [**Enter**].



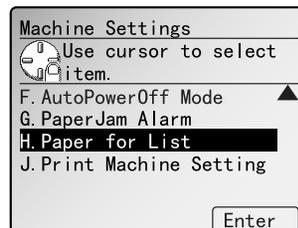
- 3 Select “**ON**” or “**OFF**” using the cursor key. Then press [**Enter**].
Note: ON: The machine will sound an alarm.
OFF: The machine will *not* sound an alarm.

H. Paper size for list printing

When you print a list, your machine selects a paper automatically. However, you can set the paper size for list printing, if you want.

Note: If the list can not be printed on one sheet with 100% ratio, it may be reduced or rotated. If the paper you set is not in the cassette, it will be printed on other size paper automatically.

- 1 Press MENU, [**Mach Set**].
- 2 Select “**H. Paper for List**” using the cursor key. Then press [**Enter**].



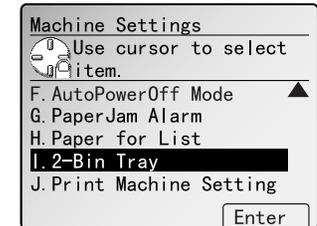
- 3 Select the paper size using the cursor key and press [**Enter**].

I. 2-Bin tray (Option)

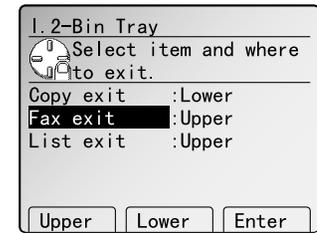
When you have the optional 2-Bin tray, you can set where to exit a copied paper, a received fax message and a list, on the upper tray or the lower tray.

Note: Papers except for the plain paper will be not stacked on the upper tray, even if you set it to “Upper”.

- 1 Press MENU, [**Mach Set**].
- 2 Select “**I. 2-Bin Tray**” using the cursor key. Then press [**Enter**].

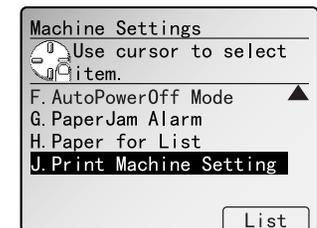


- 3 Select the item you want to change the setting using the cursor key.
- 4 Select [**Upper**] or [**Lower**] as you want.
- 5 After you set all items you want to change, press [**Enter**].



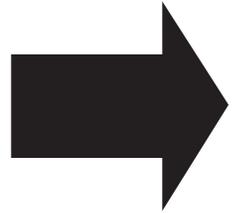
J. Printing of the machine setting list

- 1 Press MENU, [**Mach Set**].
- 2 Select “**J. Print Machine Setting**” using the cursor key. Then press [**List**].



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Just in case ...

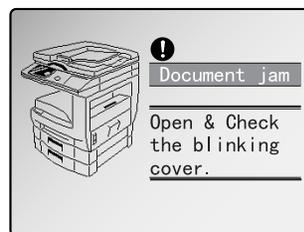


Clearing paper jams	2.1
Print quality problems	2.6
Caring for your machine	2.8
In the event of a power failure	2.10

Clearing paper jams

If an original document jams

- 1** If an original document jams, the LCD will show:



Important: If you wait more than 60 seconds without pressing any key, the machine will delete from memory all pages stored during this operation and the machine will return to the standby mode.

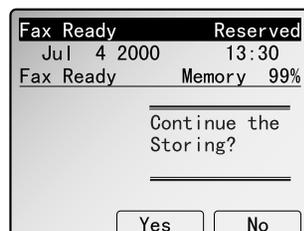
Note: If this document is a non-sorting ADF job (either copying or faxing), the machine will abort the operation anyway; instead, you'll have to perform the job again from scratch.

Note: In Quick memory transmission, the check message will be printed, which has the number of jammed page. Reset the jammed documents and transmit it.

- 2** To continue scanning from the jammed page, press **[Yes]**.

Note: If you press **[No]**, only scanned pages before the paper jam occurred will be transmitted or copied.

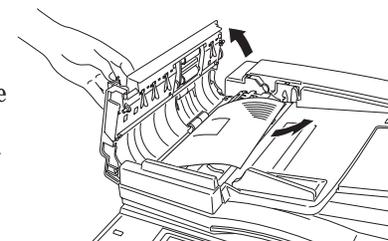
Note: If you wish to cancel this operation, press stop. The machine will delete all pages from memory and then return to its standby mode.



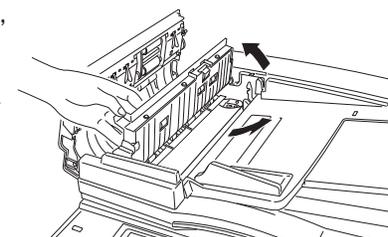
- 3** Reset the documents from the jammed page and press **START**.

To remove the document:

- 1** Open the ADF cover by holding the ADF cover release.
- 2** Remove the original document from the machine. Then skip to step 5. If you cannot remove the original document, proceed to step 3.



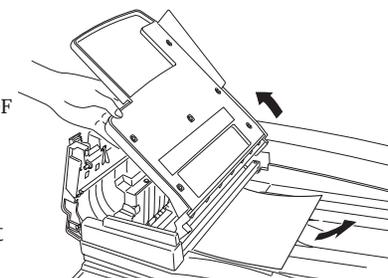
- 3** Open the inner cover as shown at right, then remove the document. Then skip to step 5. If you cannot remove the original document, proceed to step 4.



- 4** Lift the document tray as shown at right, then remove the document.

- 5** Gently close the inner cover and the ADF cover, making sure both sides are snapped down securely.

Note: If the original document has become wrinkled or torn, do not re-send it.

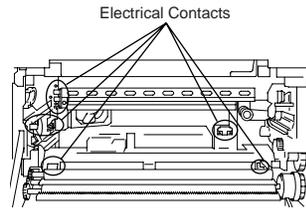


If a printout jams

If a printout jam occurred during printing, an alarm sounds and the part the paper jammed will blink on the LCD. Please remove the jammed paper carefully as below.

⚠ CAUTION: The fuser unit becomes very hot. **Do not** touch the fuser unit when you are removing a paper jam.

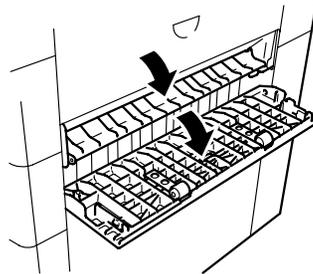
Important: **Do not** touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.



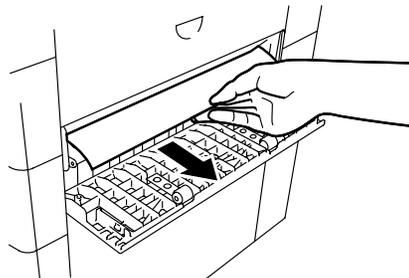
Side cover

When the side cover part is blinking on LCD:

1 Open the side cover and the clear cover.

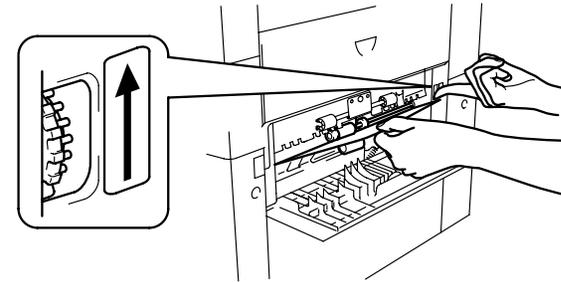


2 Remove the jammed paper.



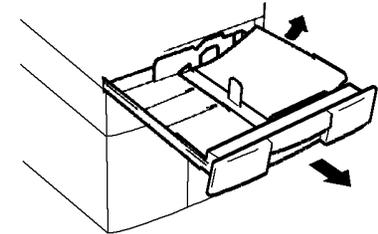
When using the optional Large capacity cassette:

Turn the green dial as the arrow indicates and remove the jammed paper.

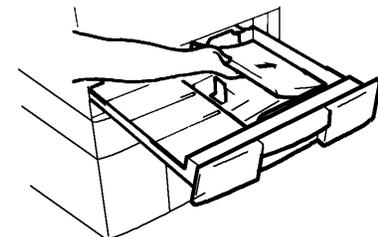


3 Close the side cover.

4 Pull the cassette toward you and remove the papers in the cassette.



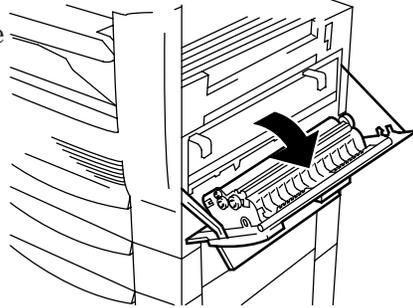
5 Reset the papers into the cassette and close the cassette.



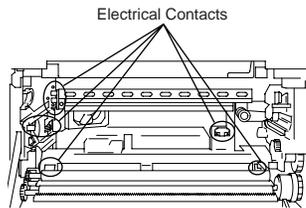
Printer cover / Fuser cover

When the printer cover or the fuser cover part is blinking on LCD:

- 1 Open the printer cover by holding the printer cover release.



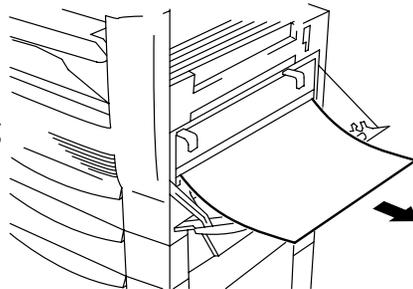
Important: Never touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.



- 2 When the printer cover part is blinking on LCD, remove the jammed paper, then skip to step 6.

When the fuser cover part is blinking on LCD, proceed to step 3.

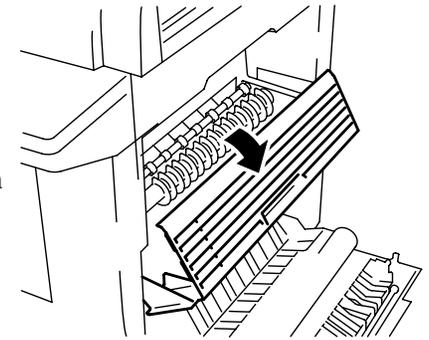
Note: Do not remove the drum cartridge at this time.



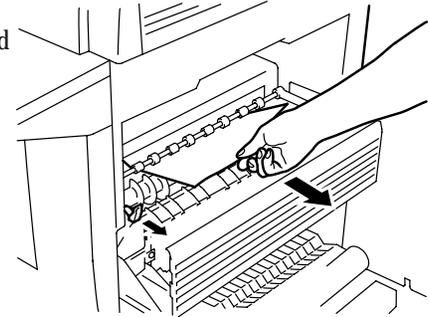
- 3 Open the fuser cover.

⚠ **CAUTION:**

The fuser unit becomes very hot. **Do not** touch the fuser unit when you are removing a paper jam.



- 4 Pull the paper jam clear lever toward you and remove the jammed paper.

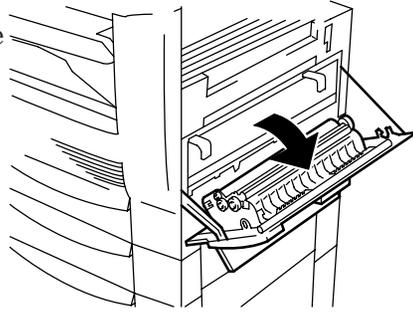


- 5 Push the paper jam clear lever back into its normal position and close the fuser cover.

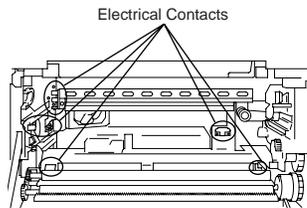
- 6 Close the printer cover.

The optional Bypass tray

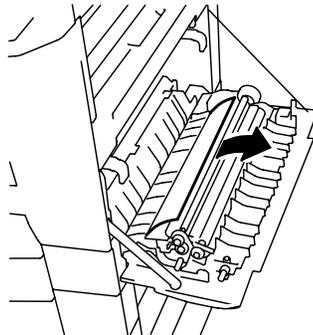
- 1 Open the printer cover by holding the printer cover release.



Important: Never touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.



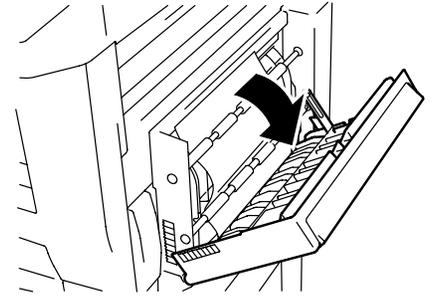
- 2 Remove the jammed paper.



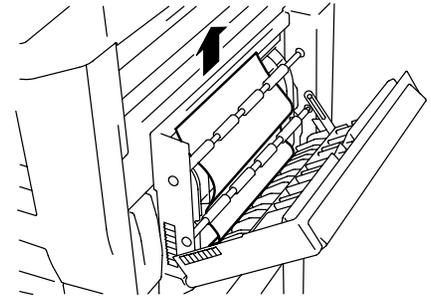
- 3 Close the printer cover.

The optional duplex unit

- 1 Open the duplex unit cover.



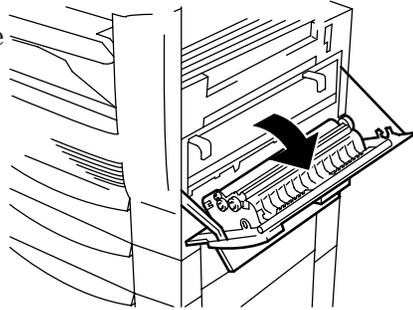
- 2 Remove the jammed paper.



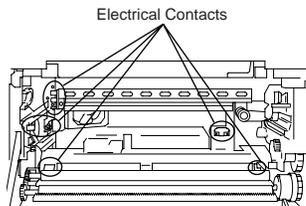
- 3 Close the duplex unit cover.

The optional 2-Bin tray or the optional shift tray

- 1 Open the printer cover by holding the printer cover release.



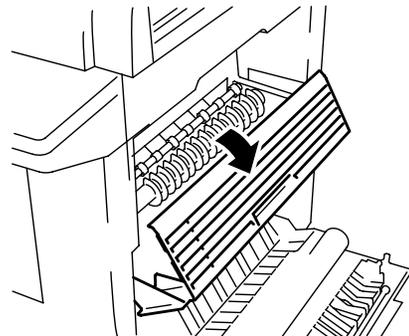
Important: Never touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.



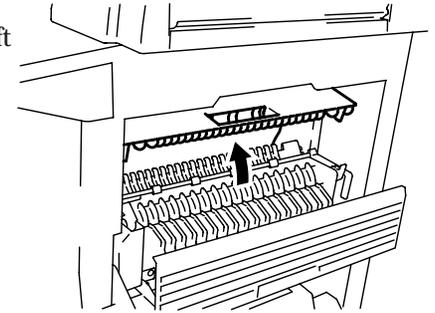
- 2 Open the fuser cover.

CAUTION:

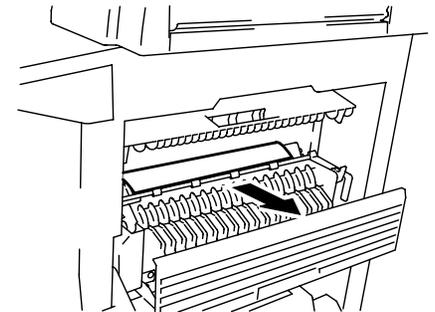
The fuser unit becomes very hot. Do not touch it.



- 3 Open the 2-Bin tray cover or the shift tray cover.



- 4 Remove the jammed paper.

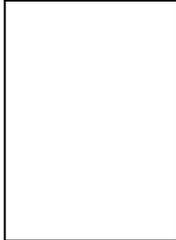


- 5 Close the 2-Bin tray or the shift tray.

- 6 Close the fuser cover, and then close the printer cover

Print quality problems

If your machine's printouts develop quality problems, try to find the example below that matches your printout problem. When you find one which is like yours, try the suggested solutions. If they don't work, contact your authorized Muratec dealer.



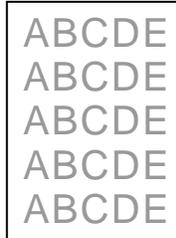
Pages are blank

- The drum cartridge or toner cartridge may not be installed correctly.
Install each cartridge correctly.
- The toner cartridge may be out of toner, or the toner may be very low.
Remove the toner cartridge and shake it a few times to redistribute the toner inside.
If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.



Pages are black

- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.
- Your fax machine's printer may be due for a service check.
Call your dealer.



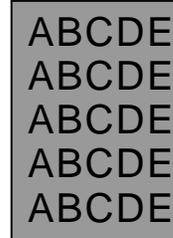
Printouts are too light

- The toner cartridge may be out of toner, or the toner may be very low.
Remove the toner cartridge and shake it a few times to redistribute the toner inside.
If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.



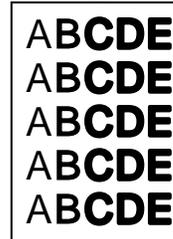
Printouts are too dark

- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.



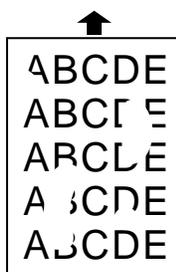
Printouts have a blurred background

- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.



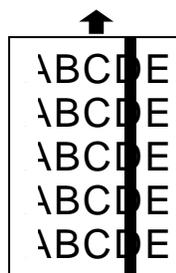
Printouts are of uneven density

- The toner may be unevenly distributed inside the toner cartridge.
Remove the toner cartridge and shake it a few times to redistribute the toner inside.
- The drum cartridge may be defective.
Remove the drum cartridge and check it for damage.
If the problem persists, replace the drum cartridge.



Printouts have irregularities

- The paper you're using may have absorbed moisture, perhaps due either to high humidity or water having been spilled on the paper supply. Toner will not adhere well to wet paper.
Replace the paper with dry paper and try printing again.

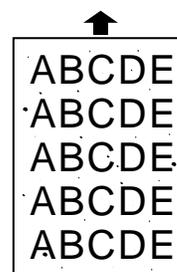


Printouts have white and/or black lines

- The toner cartridge or drum cartridge may be defective.
Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.
- The LED print head may be dirty.
Using the cleaning paper, gently clean the LED print head.
- The charger may be dirty.
Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorized Muratec dealer.

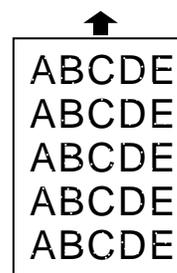
Printouts have black lines or multiple streaks

- The toner cartridge may have been stored improperly.
Try following procedure to clear up the problem:
 - 1** Press **COPY/FAX** to change to the copy mode.
 - 2** If there is a document in the ADF or FBS, remove it.
 - 3** Open the book-cover fully.
 - 4** Press **START** to make a black copy.



Printouts have toner smudges

- The toner may be unevenly distributed inside the toner cartridge.
Remove the toner cartridge and shake it a few times to redistribute the toner inside. If the problem persists, replace the cartridge.
- The toner cartridge or drum cartridge may be defective.
Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.
- If you find smudges on the *back* of the printouts, the transport roller may be dirty.
Your machine normally cleans the transport roller automatically. If other solutions fail, please contact your authorized Muratec dealer.



Printouts have white spots

- The charger may be dirty.
Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorized Muratec dealer.

Caring for your machine

With proper installation and a little maintenance, your machine should give you dependable service for years to come.

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

- **Always** make sure your machine is installed according to our specifications, including using an electrical surge suppressor. (If necessary, review “Pick an installation spot,” page vi in Introduction.)
- **Always** use good, copier-quality paper.
- **Always** clean your machine as needed (see “Cleaning tips,” below).
- **Never** install your machine where it can overheat, gather dust or get splashed by any liquids (even water).

Cleaning tips

Some things to keep in mind about cleaning your machine:

- **Do** clean it! Dust and dirt, especially around the machine’s air vents can shorten your machine’s life.
- **Always** unplug the machine *before* you clean it.
- **Never spray any cleaner DIRECTLY onto your machine.** The drifting spray could damage components inside.
- **Never try to clean SEALED areas inside your machine.** They’re sealed to protect your safety and the machine.
- For cleaning *external* surfaces, such as the cover and handset: use a mild cleaning solution sprayed onto a lint-free towel or cloth.
- **Always** use a lint-free cloth (or swabs) moistened with alcohol to *gently* wipe components inside your machine.
- In areas you can’t reach with swabs, **always** use dry, dust-free compressed air to *gently* blow away dust and other material.

Corrective cleaning

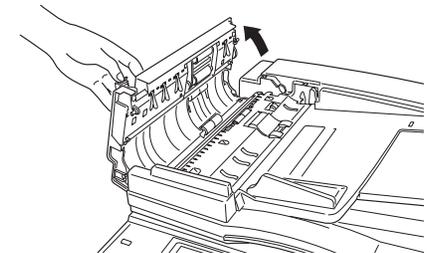
Here are some simple cleaning procedures for keeping your machine operating smoothly. Use each as the need arises.

Curing frequent jams in the ADF

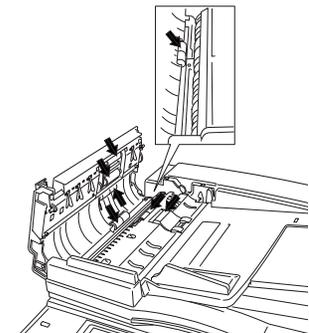
If you’re having trouble with getting your original documents to feed properly, try this procedure:

- 1** Turn off your machine.
- 2** Get two soft, lint-free cloths and moisten them as follows:
 - One with a cleaner suitable for use on platen/rubber rollers. In steps 4 and 6, we’ll call this the rollers cleaner.
 - The other with isopropyl alcohol

- 3** Open the ADF cover by holding the ADF cover release.



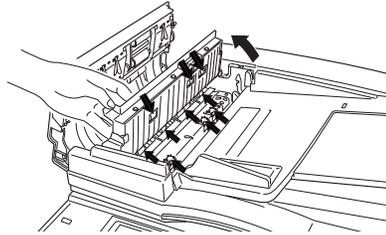
- 4** Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



5 Open the inner cover.

Important: You must hold the cover open. It won't stay open by itself.

6 Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



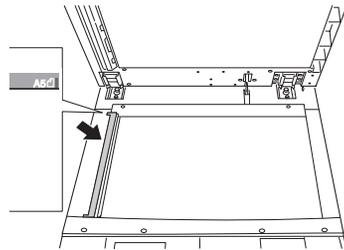
7 Close the inner cover.

8 Close the adf cover, making sure both sides are snapped down securely.

9 Open the platen cover.

10 Use the cloth with isopropyl alcohol to clean the contact glass.

11 Close the platen cover.



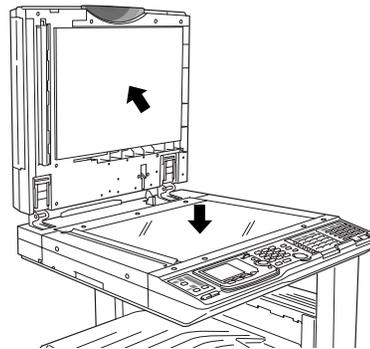
Cleaning the FBS

1 Open the platen cover.

2 Get a soft, lint-free cloth and moisten it with isopropyl alcohol.

Important: Make sure the cloth doesn't have any rough areas. Otherwise, it could scratch the glass surface of the FBS.

3 Using the cloth, gently clean the glass surface of the FBS and the white background area on the underside of the platen cover.



If you have unsatisfactory printout quality

Your machine automatically cleans its charger and transport roller, two items which are very important to printout quality. So, if you notice poor printout quality (whether on received faxes or on copies), it may mean that your machine requires service. Review "Print quality problems" (pages 2.6-2.7), and see whether any of the proposed solutions helps your machine. If none do, please call your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.

In the event of a power failure

Power failure during the machine is working

During telephone call:

You can continue to speak with the handset.

During fax transmission:

The transmission will be cut off. When the power comes back, your machine starts to transmit again automatically if it was the memory transmission. If it was the feeder transmission, you should transmit again.

During fax reception:

The reception will be cut off. When the power comes back, your machine prints the pages which were received before the power failure occurred.

During copying/printing:

The printing will stop.

During power failure

Your machine can receive telephone calls even in the event of a power failure if an optional handset is attached. But it cannot send or receive a fax document.

Memory back up

The image data stored in memory will be kept for the following time, even when the power failure occurs or your machine is turned off.

Note: Your machine should be charged for 48 hours continuously before.

16 MB: about 60 hours (Standard)

24 MB: about 36 hours

40 MB: about 12 hours

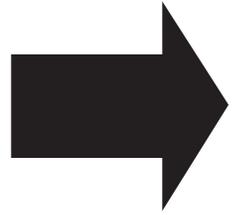
56 MB: about 5 hours

Power failure report

If any documents in memory were erased due to power failure, the report will be printed when the power comes back. The report tells you what documents were erased.

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Appendix and index



Specifications

Main unit

General

Type:	Console
Photo conductor:	OPC
Copying system:	Electrostatic Dry Powdered Image Transfer to Plain Paper
Developing system:	Micro-Toning High-Grade System
Fusing system:	Lamp-Heated Roller
Scanning system:	CCD
Document size :	(width × length)
	ADF; single sheet:
	Maximum 11.8 inches × 35.4 inches (Tx), 11.8 inches × 17.7 inches (Copy),
	Minimum 4.7 inches × 3.9 inches
	ADF; two or more sheets :
	Maximum 11.0 inches × 17.0 inches, Minimum 8.5 inches × 5.5 inches
	FBS
	Maximum 11.0 inches × 17.0 inches
ADF capacity:	50 letter-sized sheets, 40 legal-sized sheets or 30 ledger-sized sheets (20lb bond paper)
Document thickness:	35-104.7 g/m ² (13 - 24 lb.)
Printing paper size:	Multi purpose cassette;
	Transmission: Letter ☐ ☐, Legal ☐, Ledger ☐, Half-letter ☐ ☐
	Copy: Letter ☐ ☐, Legal ☐, Ledger ☐, Half-letter ☐ ☐, A3 ☐, B4 ☐, A4 ☐ ☐, B5 ☐ ☐, A5 ☐ ☐, A6 ☐, F4 ☐, Postcard ☐, Custom-sized ((W)5.5"-17.0" × (L)3.6"-11.7"), DL ☐, COM10 ☐, Monarch ☐, Executive ☐ ☐

	2nd paper cassette;
	Transmission: Letter ☐ ☐, Legal ☐, Ledger ☐
	Copy: Letter ☐ ☐, Legal ☐, Ledger ☐ A3 ☐, B4 ☐, A4 ☐ ☐, F4 ☐
Paper capacity:	Multi purpose cassette;
	Plain Paper(16-24 lb) : 275 sheets Custom-sized paper, Card, OHP, Label: 20 sheets
	2nd paper cassette;
	Plain Paper(16-24 lb) : 550 sheets
Total memory capacity:	16 MB(standard), 24 MB, 40 MB, 56 MB
Memory backup time:	(Total memory capacity: Backup time)
	16 MB: 60 hours 24 MB: 36 hours, 40 MB: 12 hours, 56 MB: 5 hours (Must be charged for at least 48 hours to reach full charge)
Power requirement:	Power: 120v ± 10%, 50-60 Hz.
Power consumption:	Sleep mode: 5 W Standby: 45 W Memory Transmit: 88 W Receive: 840 W Copy: 880 W Maximum: 1320 W
Weight:	133.5 pounds (60.7 Kg)
Dimensions :	Width 23.7 × Depth 26.4 × Height 29.6 (inches)
Environmental temperature:	50°F to 95°F (10°C to 35°C)
Relative humidity:	15 to 85% RH
Drum cartridge life:	67,000 prints or more
Toner bottle life:	11,000 prints or more Based on 6% document coverage and three-page interval printing.
Dual access:	Multitasking
Document set:	ADF :Face Up FBS :Face down
Original reference position:	Rear left corner
Paper exit system:	Face down exit system
Printing margin:	Upper: 4 mm, Lower: 4 mm, Right: 4 mm, Left: 4 mm

Appendix and index

Smoothing print: Yes
Receiving paper tray capacity: 250 sheets

Fax communication

Compatibility: ITU-T Super Group 3, Group3
Modem speed: 33,600, 31,200, 28,800, 26,400, 24,000, 21,600,
19,200, 16,800, 14,400, 12,000, 9,600, 7,200, 4,800,
2,400 bps

Transmission speed: Under 3 seconds per page*

Phone system: Public Switched Telephone Network (PSTN) or
equivalent

Coding method: ITU-T-standard JBIG, MMR and MR, Murata-pro-
prietary MSE.

Scanning resolution: (horizontal × vertical):
Transmission:
Normal 203 × 98 dpi
Fine 203 × 196 dpi
Superfine 406 × 392 dpi**
Grayscale 203 × 196 dpi (Memory Tx)
406 × 392 dpi** (Feeder Tx)

One-touch dial: 78 locations

Speed Dial: 222 locations

Error Correction Mode: Yes

Polling/Broadcasting: 330 locations / 330 locations

Scanning width: Letter/Legal; 8.4 inches, Ledger;10.9 inches

Scanning speed: Transmission:
Normal: 0.8 sec/page
Fine: 0.8 sec/page
Super Fine: 1.7 sec/page
Grayscale: 0.8 sec/page (Memory Tx)
Grayscale: 1.7 sec/page (Feeder Tx)

Based on letter-sized sheets.

Grayscale: 256-level

Receive reduction print: Auto (Variable from 100% to 25% by 1% ratio)
Fixed (100%, 97%, 91%, 81% or 75%)

Copy

Printing resolution: 600 dpi (horizontal) × 600 dpi (vertical)

Warm-up time: 60 sec. or less

First Copy Output Time: 5.7 sec. (Based on Letter □)

Print speed: 25 ppm (Based on Letter □)

Multiple copies: 1 to 99 copies

Scanning resolution: (horizontal × vertical):

Copy:

Normal N/A

Fine N/A

Superfine 600 dpi × 600 lpi

Grayscale 600 dpi × 600 lpi

Other 400 dpi × 400 lpi

Reduce and enlarge:*** Variable from 25% to 400% by 1% ratio
Fixed (154%, 129%, 121%, 77%, 64%, 50%)

Scanning speed: Copy:
Super Fine: 2.6 sec/page
Grayscale: 2.6 sec/page
Other (400 dpi): 1.8 sec/page

Based on letter-sized sheets.

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

** In the case that the remote fax has the ability of "406 × 392".
If not, the superfine resolution is "203 × 392", and the grayscale resolution in feeder transmission is "203 × 196".

*** Only for Copy mode

Option**Paper Feed Unit (3rd, 4th, 5th paper cassette)**

Printing paper size:	Transmission: Letter ☐ ☐, Legal ☐, Ledger ☐
	Copy: Letter ☐ ☐, Legal ☐, Ledger ☐ A3 ☐, B4 ☐, A4 ☐ ☐, F4 ☐
Paper capacity:	Plain Paper(16-24 lb) : 550 sheets
Power source:	Supplied from Main unit
Power consumption:	10W or less
Weight:	15.25 pounds
Dimensions :	Width 21 × Depth 21.5 × Height 5 (inches)

Bypass tray

Printing paper size:	Letter ☐ ☐, Legal ☐, Ledger ☐, Half-letter ☐ ☐, A3 ☐, B4 ☐, A4 ☐ ☐, B5 ☐ ☐, A5 ☐ ☐, A6 ☐, F4 ☐, Postcard ☐, Custom-sized ((W)5.5"-17.0" × (L)3.6"- 11.7"), DL ☐, COM10 ☐, Monarch ☐, Executive ☐ ☐
Paper capacity:	1 sheet
Weight:	1.32 pounds
Dimensions :	Width 4 × Depth 15.2 × Height 2.3 (inches)

Large Capacity Cassette

Printing paper size:	Letter ☐, A4 ☐, B5 ☐
Paper capacity:	Plain Paper(16-24 lb) : 2,700 sheets
Power source:	Supplied from Main unit
Power consumption:	45W
Weight:	36.75 pounds
Dimensions :	Width 21 × Depth 21.5 × Height 11.25 (inches)

Duplex Unit

Printing paper size:	Letter ☐ ☐, Legal ☐, Ledger ☐, Half-letter ☐ ☐
Power source:	Supplied from Main unit
Power consumption:	21W or less
Weight:	4.5 pounds
Dimensions :	Width 2.25 × Depth 16.25 × Height 10 (inches)

Shift Tray

Shift home position:	Rear of unit
Shift position:	40 mm
Paper capacity:	Plain Paper(16-24 lb) : 250 sheets Custom-sized paper, Card, OHP, Label: 20 sheets
Power source:	Supplied from Main unit
Power consumption:	26W or less
Weight:	15 pounds
Dimensions :	Width 19.25 × Depth 22 × Height 8 (inches)

2-Bin Tray

Paper capacity:	First tray; Plain Paper(16-24 lb) : 100 sheets Second tray (Paper tray of the main unit); Plain Paper(16-24 lb) : 250 sheets Custom-sized paper, Card, OHP, Label: 20 sheets
Power source:	Supplied from Main unit
Power consumption:	26W or less
Weight:	10.25 pounds
Dimensions :	Width 19.25 × Depth 19.75 × Height 8 (inches)

Note: Specifications are subject to change without notice.

Limited warranty

This warranty is made by Muratec America, Inc. (hereafter referred to as "Muratec"). This warranty is valid only on Muratec products purchased and used in the United States of America. This warranty applies to the product only while owned and used by the original purchaser ("Customer"). If ownership of the product is transferred, this warranty terminates. This warranty does not apply to any product in use for rental purposes.

This Muratec product is warranted against defects in material and workmanship for ninety (90) days commencing the date of original Customer purchase. If the product is defective in material and/or workmanship (normal wear and tear excepted) during the warranty period, Muratec or its authorized representative will, during Muratec's established service availability hours, make necessary adjustments and repairs, including, at Muratec's option, installation of replacement parts. Muratec's service availability hours are 8:30 AM to 5:00 PM (Central time) Monday through Friday, excluding Muratec-recognized holidays. Muratec will complete the necessary adjustments and repairs within a reasonable time period, as dictated by the nature of the problem and by Muratec's service schedule. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Muratec. This warranty is subject to the OBLIGATIONS and EXCLUSIONS set forth.

Obligations

1. This warranty will be honored only on presentation of the original dated authorized Muratec bill of sale or Muratec dealer bill of sale or sales slip to an authorized Muratec service representative or service center. For the name of your authorized service center, contact Muratec (from the United States, call 1-972-364-3350; from Canada, check your in-box materials for the number to call).
2. During the warranty period, the Customer must notify Muratec by telephone of any defective product material and/or workmanship.
3. Transportation (including prepayment of freight and insurance charges) of the product to and from an authorized service center, designated by Muratec, is the responsibility of the Customer.
4. If Muratec provides maintenance or responds to a call which is outside the scope of this warranty, such maintenance shall be billed to the Customer at Muratec's then-current rates for maintenance and parts and shall be due and payable in full upon receipt of invoice.

Exclusions

1. This warranty shall not cover a product with missing or altered original identification marks.
2. This warranty applies only to products that the purchaser has properly installed, adjusted and operated in accordance with the instructions set forth in or provided with product literature. This warranty does not apply to any product which has been subjected to tampering, alteration, misuse, abuse, neglect, improper installation or transportation damage. Nor does it apply to costs for any service requested for demonstration or to confirm proper operation of this product.
3. The warranty shall not apply to adjustments, repairs or replacements necessitated by any cause beyond the control of Muratec (whether foreseeable or not) including, but not limited to, any malfunction, defects or failure caused by or resulting from any of the following: improper unpacking or installation, unauthorized service or parts, or improper maintenance or cleaning, modification or repair by the Customer, accident (including, without limitation, unavoidable accidents), fire, flood or other Acts of God, improper telephone or electrical power or surges thereof, interconnection with or use of non-compatible equipment or supplies (including paper), or placement of the product in an area which does not conform to Muratec space, electrical and/or environmental requirements.
4. Muratec will not be required to make adjustments, repairs or replacements if the product is installed or used at a location deemed by Muratec to be hazardous to health or safety, or if Muratec is not provided with free and reasonable access to the product and a telephone during service availability hours, or if the product location is not accessible by an authorized Muratec service vehicle.

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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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MML item number: D84-90260-60
MAI order number: OMMFX2500GEN

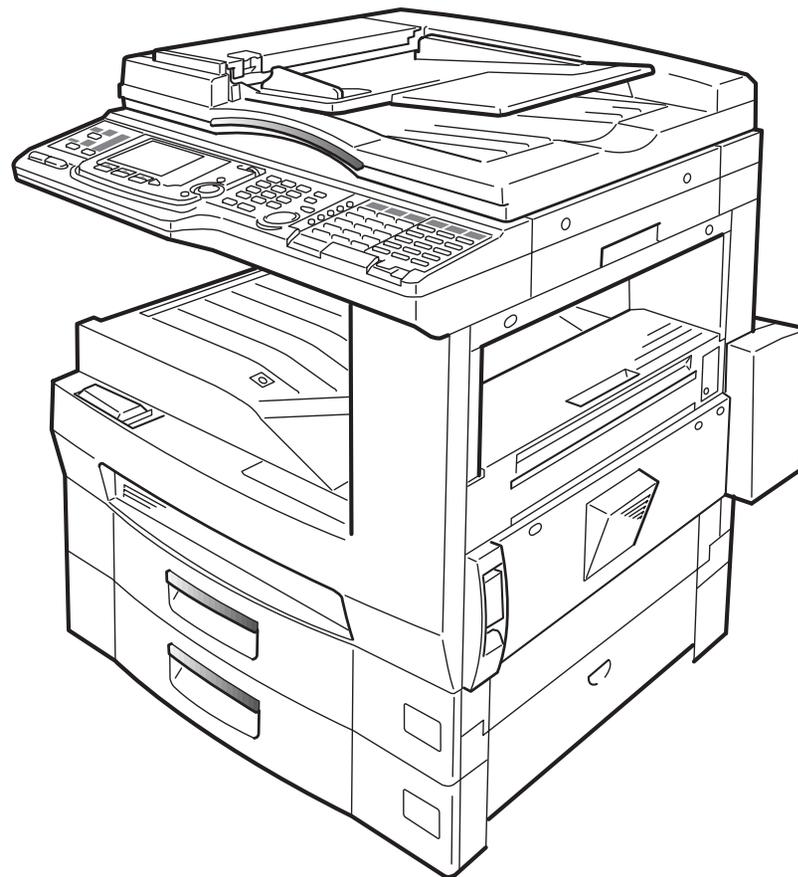


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Plano, Texas 75093
<http://www.muratec.com>

muratec™
The Fax Specialists.

Muratec MFX-2500

Operating Instructions



Copy Reference

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As an Energy Star® partner, Muratec America, Inc., has determined that this product meets the Energy Star guidelines for energy efficiency.

This manual and any updates to it can be found online at **www.muratec.com**

Go to the "Products" section of this site, then click on "*MFx-2500*"

Introduction

Thank you for choosing the Muratec MFX-2500.

The Muratec MFX-2500 is a multi-function machine, combining facsimile and copier features.

The operating instructions for this machine are divided into three books. Please read the instructions carefully.

- **“General reference”** — Describes the basic operations and basic caring of your machine. Covers what you *have* to know to use your machine immediately.
- **“Fax reference”** — Describes the various faxing features.
- **“Copy reference”** (This book) — Describes the various copying features.

Symbol and terms (Operating tips)

In this manual, the following symbols and terms are used, make sure you know what they mean.

-  **CAUTION** This symbol indicates how to avoid personal injury.
- Important:** This instruction describes conditions or incorrect operations that could cause damage to your machine.
- Note:** A note describes helpful hints, restrictions, or how to avoid difficulties.
- [] Keys that appear at the lower parts on the LCD. To press this key, use the item select key.
- “ ” Items that appear on the LCD.
- BOLD WORDS** Keys built into the machine’s operation panel.
- LCD The Liquid Crystal Display. It shows the machine’s status, error messages and function menu, etc.
- Document A document is the original sheet(s) of paper you send or copy on your machine.
- Paper A paper is the recording paper for printing.
-   It means that the direction of the document or paper. See also “About  and  symbol,” page 1.4.

<Operating tips>

Here’s an example. If we say “press **MENU, J, 0, 7, [Enter]**” ...

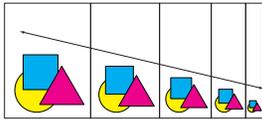
... you would press **MENU**
... then **J**
... then **0** (the numeric key *zero*)
... then **7**
... and then Item select key correspond to [Enter].

Important: Even though our example above includes commas, do not enter them into the machine. Those characters appear in our instructions to separate one number from the other. They do *not* need to be entered into your machine.

Quick index for major functions (Copy mode)

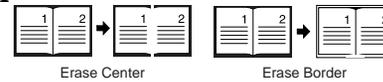
Reduce / Enlarge

⇒ Page 1.8



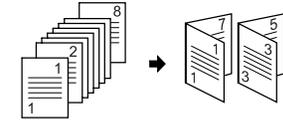
Erase Center/Border

⇒ Page 2.4



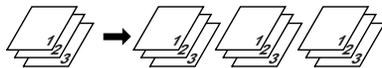
Booklet Copies (Optional duplex unit required.)

⇒ Page 2.9



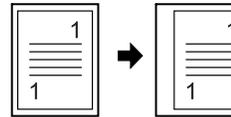
Sorting Copy

⇒ Page 1.9



Binding Margin

⇒ Page 2.5

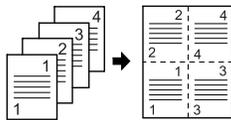


Using Soft key

⇒ Page 2.11

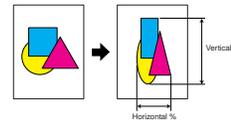
Combine

⇒ Page 2.1



Directional Magnification

⇒ Page 2.6

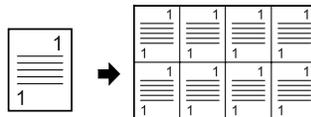


Using Macros

⇒ Page 2.12

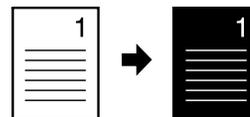
Image Repeat

⇒ Page 2.2



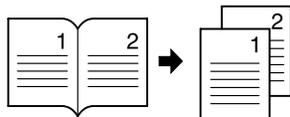
Reverse black and white area

⇒ Page 2.7



Series Copies

⇒ Page 2.4



Duplex Copies (Optional duplex unit required.)

⇒ Page 2.7

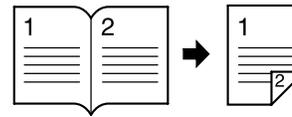


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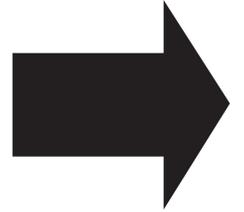
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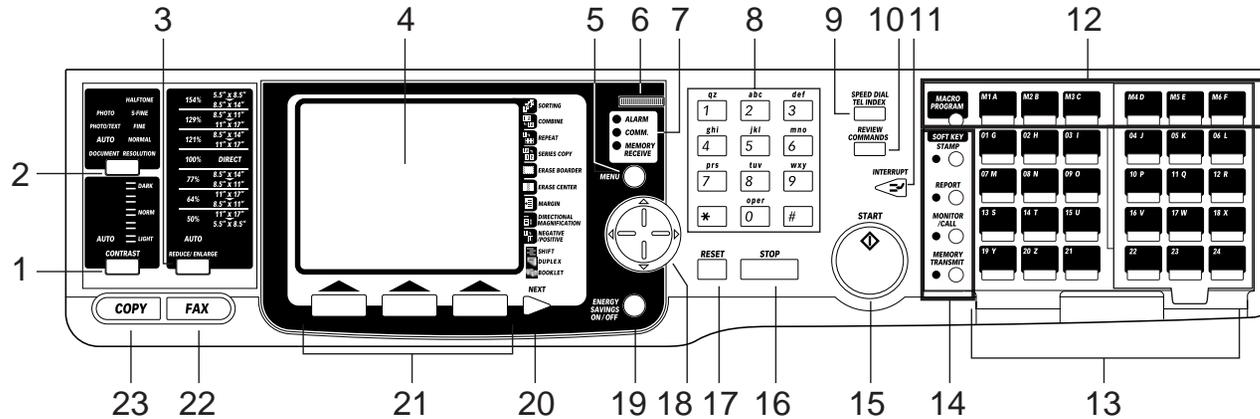
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Getting started



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Control Panel

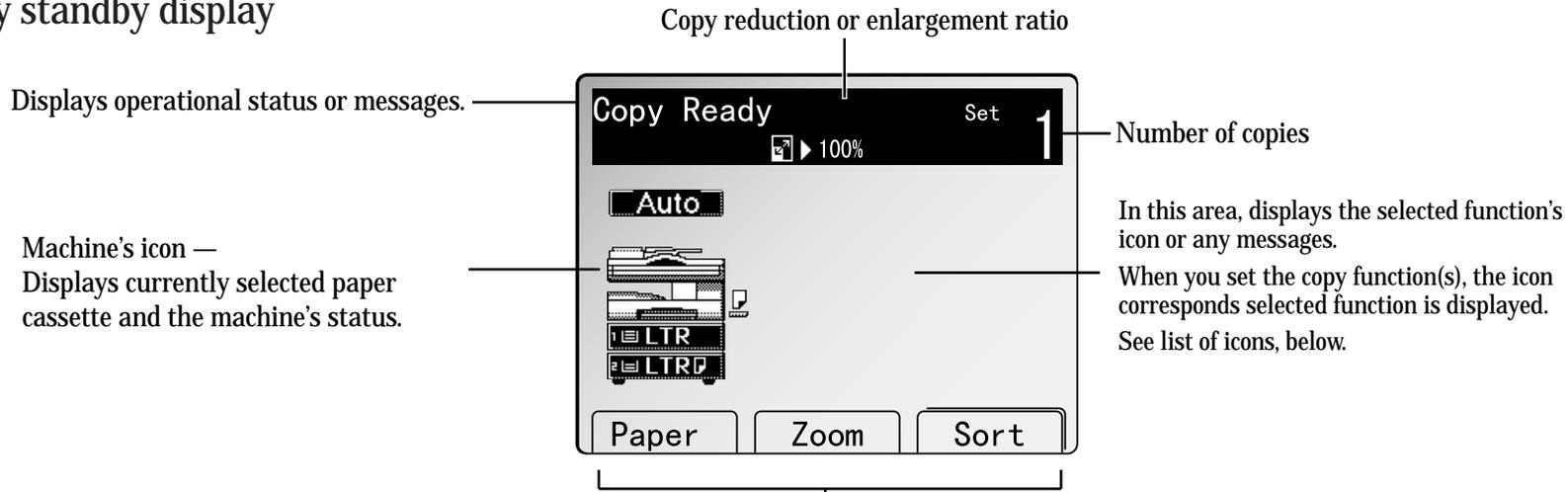


- 1** **CONTRAST** — Press to adjust the contrast level.
- 2** **DOCUMENT** — Press to select the type of your documents.
- 3** **REDUCE/ENLARGE** — Press to choose one of several preset reduction or enlargement ratios for copying.
- 4** **Liquid crystal display (LCD)** — Shows the machine's status and lets you see what you're programming into the machine.
- 5** **MENU** — Press to access the advanced functions menu.
- 6** **LCD contrast volume** — Use to adjust the contrast of the LCD.
- 7** **Status lights**
 - ALARM light** — Glows when a problem occurs.
 - COMMUNICATION light** — See the "Fax Reference".
 - MEMORY RECEIVE light** — See the "Fax Reference".
- 8** **Numeric keypad** — Use to enter the number of copies you want and to enter numbers when you're setting up the machine.
- 9** **SPEED DIAL/TEL INDEX** — See the "Fax Reference".
- 10** **REVIEW COMMANDS** — See the "Fax Reference".
- 11** **INTERRUPT** — Press to interrupt the current job and make copies. ⇒ See page 1.11.
- 12** **Macro Keys** — Programming the Macro keys (M 1 – M 6) can reduce many steps of the operation to a simple press of a key. You can "teach" the Macro keys to carry out one of the several operations.
- 13** **One-Touch Keys** — See the "Fax Reference".
- 14** **Soft keys** — Shortcut keys. Any function that you use frequently can be programmed into these four keys. ⇒ See page 2.11 for more detail.
- 15** **START** — Press to start copying.
- 16** **STOP** — Stops the current operation and ejects a document from the document feeder.
- 17** **RESET** — Press to cancel the settings.
- 18** **Cursor key** — Use in various scenes, to select an item on LCD or to enter the numbers when you are setting up the machine.
- 19** **ENERGY SAVING** — Press to enter the energy save mode. If you press it for 3 seconds, it will be in the auto power off mode. Press this key again return to standby mode.
- 20** **NEXT** — Press to change the display to the next series of options.
- 21** **Select function keys** — These keys correspond to the items at the lower part on the LCD. Press to choose item at the lower part on the LCD.
- 22** **FAX** — Press to change from Copy mode to Fax mode.
- 23** **COPY** — Press to change from Fax mode to Copy mode.

Panel Display (Liquid Crystal Display)

Note: Make sure the machine is in the Copy mode. If the machine is not in the Copy mode, press COPY to change to the Copy mode. The LCD shows the machine's status, error messages and function menu.

Copy standby display



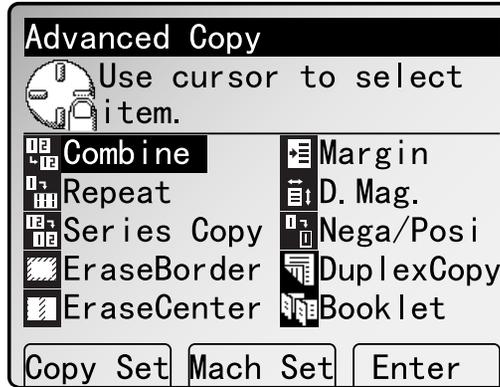
Function Icon list

- | | | | |
|---|---|--|---|
|  Sorting |  Combine |  Image Repeat |  Series copy |
|  Erase border |  Erase center |  Binding Margin |  Directional magnification |
|  Negative/Positive |  Duplex copies |  Booklet copies |  Shift sort |

Note: Duplex and Booklet function requires optional duplex unit, and shift sort function requires optional shift tray.

Advanced copy menu display

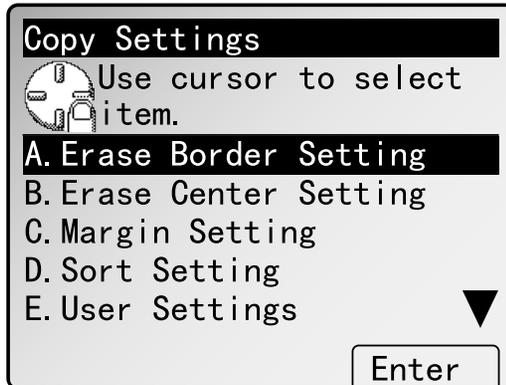
To access the advanced copy menu, press **MENU**.



Note: When you select an item on the LCD, it is highlighted. Items appearing with gray cannot be selected.

Copy settings initial display

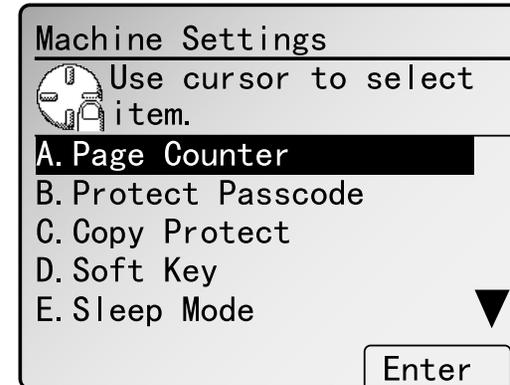
To access the copy setting menu, press **[Copy Set]**.



(See page 3.1 for more details.)

Machine settings initial display

To access the machine setting menu, press **[Mach Set]**.

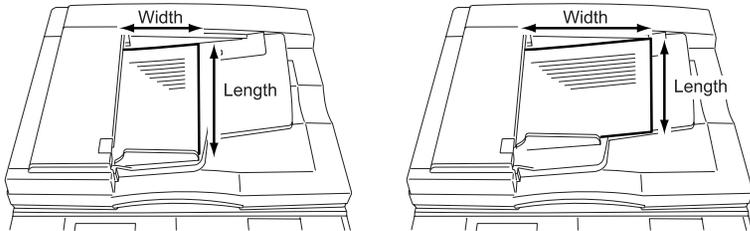


(See "General Reference" for more details.)

Basics

About and symbol

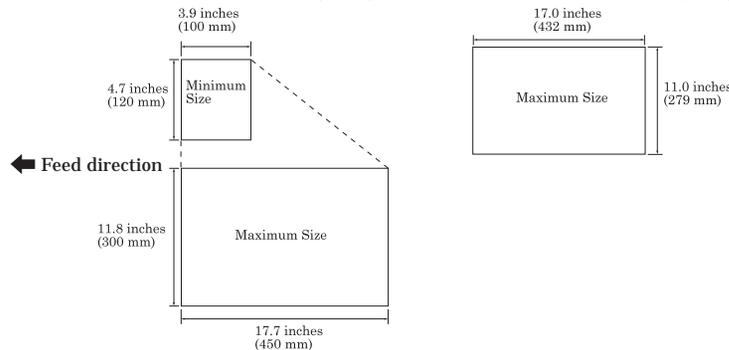
 and  symbol indicates the direction of your document or recording paper.
 When the document or paper has a length longer than its width, we use symbol .
 When the document or paper has a length shorter than its width, we use symbol .



Acceptable document size

The acceptable dimensions as follows:

- In the Automatic Document Feeder(ADF)
- On the Flatbed Scanner(FBS) glass



Automatic document feeder (ADF) (width × length)

	SINGLE-SHEET	MULTIPLE-SHEET
Maximum:	11.8" × 17.7"	11.0" × 17.0"
Minimum:	4.7" × 3.9"	8.5" × 5.5"
Weight:	30.2 – 104.7 g/m ²	52.3 – 104.7 g/m ²

You can set up to about 30 sheets in the document feeder at a time.

Flatbed scanner (FBS) glass (width × length)

Maximum: 11.0" × 17.0"

Things *not* to put in your fax

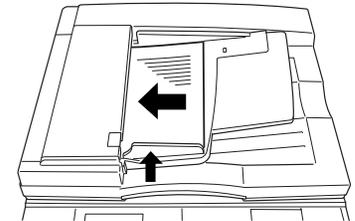
To avoid paper jams and damage to your machine, **don't** insert:

- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or still-wet correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or any small, thick items

How to set the document

When setting the documents in the Automatic Document Feeder

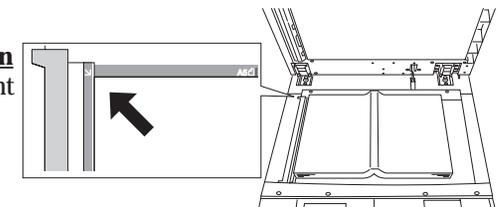
- 1 Align your document to the *rear left corner*.
- 2 Adjust the document guide to fit your documents.
- 3 Set your document **face up** into the document feeder.



Note: You cannot set the different sized document at a time.

When setting the documents on the FBS glass

- 1 Lift the platen cover.
- 2 Set your document **face down** on the FBS glass. The document should be aligned to the *rear left corner*.
- 3 Gently close the platen cover.



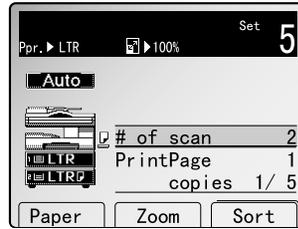
Note: If you do not lift the platen cover fully, the document size will not be detected automatically.

Important: When copying a bound document, such as a book, the copied image may contain some black areas. To reduce this effect, hold down the document to prevent its bound part from rising. However, **do not press too strongly**. This may break the FBS glass and cause an injury.

Scanning the document

When scanning the document(s) using the ADF

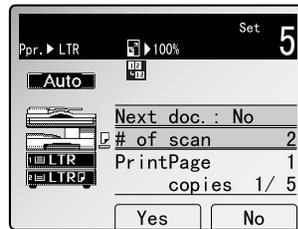
- 1 Set your document in the ADF (automatic document feeder).
⇒ See "How to set the document," page 1.4.
- 2 Set any setting you want.
- 3 Press **START**.
Normally, the LCD will show (see right) and start copying after scanning the document.



However...

When you set the sort, combine, duplex or booklet function, the LCD shows as shown right.

In this case, you can set different document(s) for copying after finish the currently scanning.



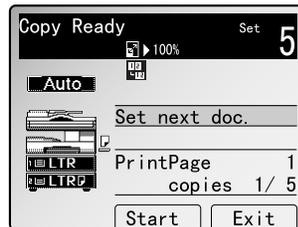
If you want to scan a different document:

- (1) Press **[Yes]** during the machine is scanning the current document.
- (2) After scanning the first document(s), set next document in the ADF or FBS and then press **[Start]**. The machine will start scanning the next document(s).

If you want to scan more document(s), repeat step (1)–(2).

Note: You can set the next document on the FBS glass to scan it (see right column).

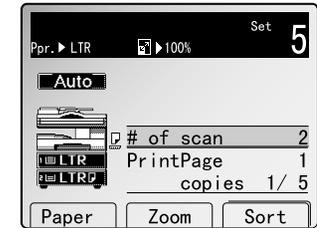
- (3) After scanning all pages of your document, press **[End]**.
The machine start printing the scanned documents.



When scanning the document using the FBS (Flatbed scanner)

Note: The machine gives priority to the document on the ADF to make a copy or send a fax, when the documents are set both on the ADF and FBS glass.

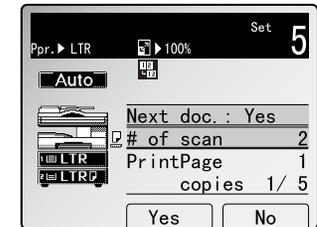
- 1 Set your document on the FBS glass.
⇒ See "How to set the document," on page 1.4.
- 2 Set any setting you want.
- 3 Press **START**.
Normally, the LCD will show (see right) and start copying after scanning the document.



However...

When you set the sort, combine or duplex function, the LCD appears as shown right.

In this case, you can set different documents for copying after finishing the current scanning.



- (1) After scanning the first page of your document, remove the first page and then set the next page of your document on the FBS glass or ADF.

Note: You can use the ADF to scan the next document (see left column).

- (2) Press **[Start]**. The machine will start scanning the next page of your document.
If you want to scan more documents, repeat step (1)–(2).
- (3) After scanning all pages of your document, press **[End]**.
The machine will start printing the scanned documents.



Basic procedure

- 1** Make sure the machine is in the Copy mode. To change to the Copy mode, press **COPY**.
- 2** Press **RESET** to clear the previous setting, if necessary.
- 3** Set your document.
⇒ See “How to set the document,” page 1.4.
- 4** Set any settings you want.
- 5** If you want to make only one copy of each page of the document, skip to step 7. Otherwise, proceed to step 6.
- 6** Use the numeric keypad to enter the desired number of copies for each page in your document. You can set up to 99 copies.
Note: To change the number entered, overwrite it with new number. If you want to enter fewer than 10, enter the reading zero. (For example, 05.)
- 7** Press **START** to begin the copying process.

Note: To stop the machine during multi-copying, press **STOP**.

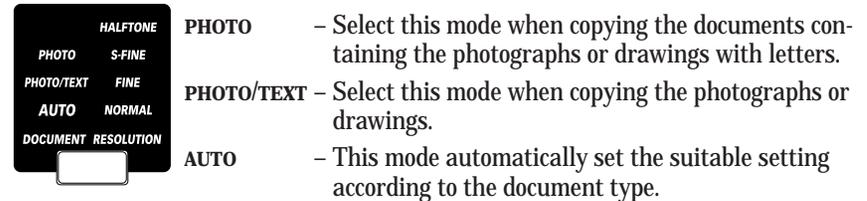
Note: To return the machine to the initial condition after copying, press **RESET**.

Note: By default, your machine make a copy with the following conditions:
 Document type: Auto
 Image contrast: Auto
 Paper selection: Auto
 Reduce/Enlarge ratio: 100%

Note: If you do not operate the machine for a certain period after copying, the machine returns to the initial display and after a certain period, it resets the any setting to the default. This is called “Auto Reset”. You can change the auto reset time. ⇒ See Page 3.5.

Select document type

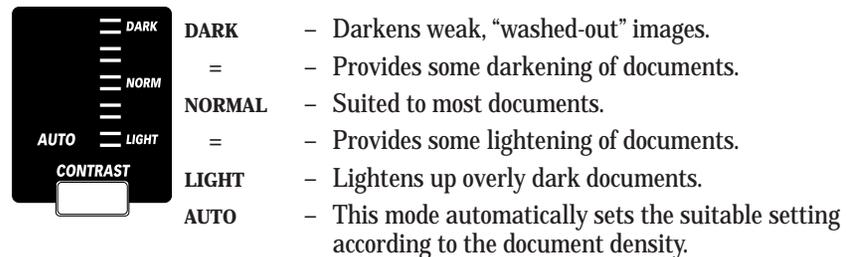
You can select the two document types by pressing **DOCUMENT**.



Note: You can change the document type priority. ⇒ See Page 3.4.

Adjust image contrast

You can adjust the copy image contrast to match your document by pressing **CONTRAST**.



Note: You can change the image contrast priority. ⇒ See Page 3.4.

Select paper

Auto paper select

The machine selects suitable sized paper automatically based on the document size and the reduce/enlarge ratio.

Note: Make sure that the “Auto” is selected. If not, select “Auto” by pressing **[Paper]** or using cursor key.

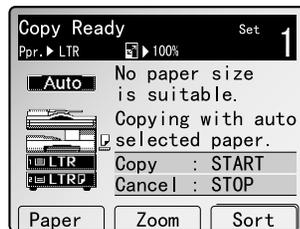


Automatic document size detection for auto paper selection

Your machine can automatically detect the following size of your document and select a suitable sized paper to copy your document.

- 11" × 17" 
- 8.5" × 14" 
- 8.5" × 11"  
- 5.5" × 8.5"  

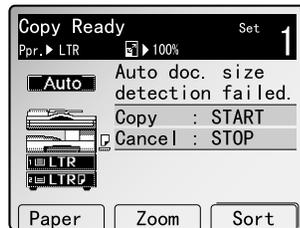
If the suitable sized paper is not set in the paper cassette, the LCD shows:



If you want to copy with the paper the machine automatically selected, press **START**.

If you want to copy with other size paper, press **STOP** to cancel this operation, then set the suitable paper in the cassette or adjust the Reduce/Enlarge ratio.

If you set the non-standard sized document or the machine could not detect the document size, the LCD shows:



If you want to copy with the paper that the machine automatically selected, press **START**.

If you want to copy with other sized paper, press **STOP** to cancel this operation, then set the suitable paper in the cassette or adjust the Reduce/Enlarge ratio.

Manual paper select

You can select the paper manually by pressing [**Paper**] or using the cursor key.

Note: If the optional multi-paper tray is attached, you can select the multi paper tray, see "Using the bypass tray" ⇒ Page 1.10.

Rotate copy

When the document is set at a different direction from the recording paper in the paper cassette with auto paper select mode on, the machine automatically rotate the scanned image by 90° to match the recording paper direction. However, this applies to the 8.5" × 11"   size paper only.

Note: Rotate copy is not available with the following functions:

- Combine copy
- Repeat copy
- Directional Magnification copy
- Copying from multi-paper tray
- Copying with non standard sized paper

Reduce / Enlarge

Auto Reduce/Enlarge

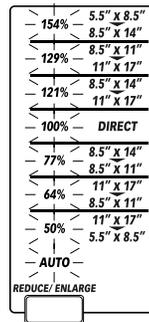
Your fax machine can select an appropriate reduction/enlargement ratio based on the paper and document sizes you select.

Note: Be sure to set the document in the same direction as the selected paper.

Note: If your fax machine could not detect the document size, it will make a copy with 100% ratio.

To copy with auto Reduce/Enlarge:

- 1 Set your document on ADF or FBS glass.
- 2 Select "Auto" by pressing **REDUCE/ENLARGE**. The all of reduce/enlarge LED lights.
- 3 Select paper size by pressing **[Paper]** or cursor key.
- 4 Press **START**.



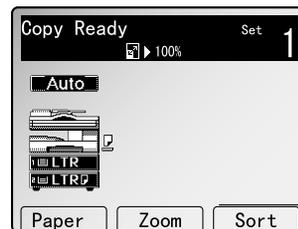
Reduce/Enlarge with a preset rate

You can copy with a preset ratio of reduction/enlargement. If you set a preset ratio, your machine will select an appropriate paper automatically.

Note: According to the ratio you selected, a part of the image might be lacked.

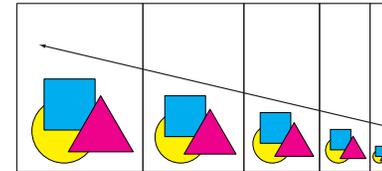
To copy with a preset rate of reduction/enlargement:

- 1 Set your document on ADF or FBS glass.
- 2 Select "Auto" by pressing **[Paper]**.
Note: If you want to select the paper size, press **[Paper]** to select the paper size you want use.
- 3 Select a ratio by pressing **REDUCE/ENLARGE**.
- 4 Press **START**.



Zoom Copy

You can enter the reduction/enlargement ratio from 25% through 400% in 1% steps.



Note: You can select a preset ratio, and then adjust the ratio with the cursor key. Or, directly enter the ratio by numeric keypad.

To copy with reduction/enlargement in 1% steps:

- 1 Set the document on ADF or FBS glass.
- 2 Press **[Zoom]**.
- 3 Enter the ratio you want using the **▲** and **▼** of the cursor key or the numeric keypad.
- 4 Press **START**.



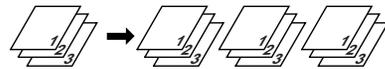
Sorting

Your fax machine can sort copies in sequential order.

Non-Sort



Sort



Shift Non-Sort (Optional shift tray is required)



Shift Sort (Optional shift tray is required)



Note: You can make up to 99 copies at a time.

Note: The output tray can hold the following number of sheets.

Paper tray: 250 sheets

Optional 2-Bin tray (Upper): 100 sheets

Optional 2-Bin tray (Lower): 250 sheets

If the number of sheets exceeds the capacity, remove the sheets.

Note: You cannot copy from multi-paper tray with this feature.

Note: As a default, the non-sort is selected, You can change the default setting.
⇒ See page 3.3.

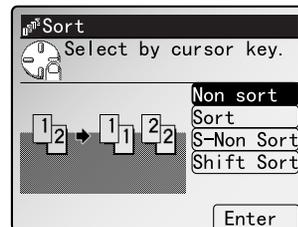
To copy with sorting:

1 Press **[Sort]**.

Note: “Shift Sort” and “Shift Non-Sort” appears when your fax machine has the optional shift tray.

2 Select the sorting mode you want using the cursor key, and then press **[Enter]**.

3 Enter the number of copies using numeric keypad.



4 Set your documents, and then press **START**.

When setting your document on the FBS glass:

1. Place the first page of your documents and then press **START**.
The machine scans the first page.

Note: When making 1-sided copies, the first set will print.

2. Set the next page and then press **START**.

Note: Set the document in the same direction as step 1.

3. After the all pages of your document are scanned, press **[Exit]**.

When setting your documents in the ADF:

1. Set your documents and then press **START**.

Note: When making 1-sided copies, the first set of copies comes out first.

2. When the machine is finished scanning, the copies will be printed.

Using the bypass tray

Note: The optional single sheet bypass tray is required.

If you want to copy onto the transparency film, thick paper, envelopes or post cards, use the bypass tray.

Note: Also, your machine's multi-purpose cassette (1st cassette) can hold these papers.

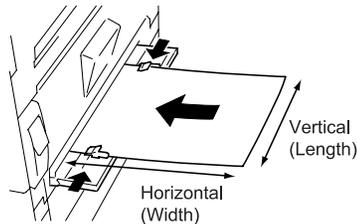
Note: You can set the paper in the bypass tray with a length of 3.6" to 11.7" (91 to 297 mm) and width of 5.5" to 17" (140 to 432 mm).

Important: If loading transparency (OHP) film, be sure that the film does not have a paper backing and/or a leading strip. If it does, remove the paper backing and/or strip before inserting.

1 Open the bypass tray.

2 Place a sheet of paper on the bypass tray. Then align the paper guides to the sheet's edges and insert the sheet until it comes to a stop.

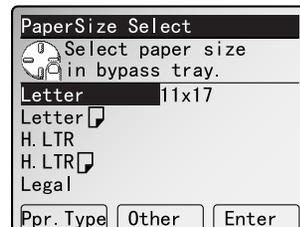
- If you are going to make more than one copy, you should insert the paper only one page at a time.



3 Press **[Ppr.Size]** to enter the paper size.

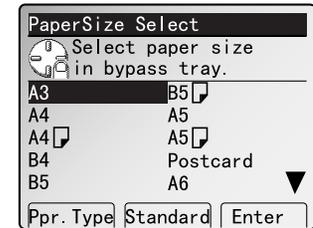
When using the standard paper size:

- Select the paper size using the cursor key.
- Press **[Enter]**.



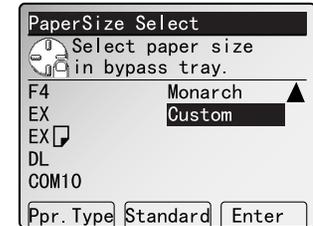
When using the non standard paper size:

- Press **[Other]**.
- Select the paper size using the cursor key.
- Press **[Enter]**.



When using the special sized paper:

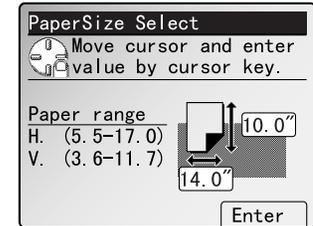
- Press **[Other]**.
- Select **"Custom"** using the cursor key.
- Press **[Enter]**.
- Enter the horizontal and vertical size of the paper using the numeric keypad.



Note: You can also enter the paper size using **▲** and **▼** of the cursor key.

Note: To change Horizontal/Vertical, use **◀** and **▶** of the cursor key.

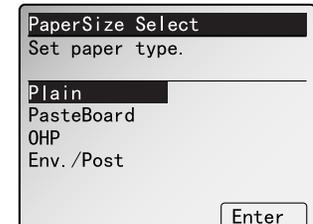
- Press **[Enter]**.



4 Next, you should select the paper type.

Note: If you using the standard type of paper (plain paper), you can skip this step. Otherwise, proceed as follows.

- Press **[Ppr.Size]**.
- Press **[Ppr.Type]**.
- Select the paper type using the cursor key.
- Press **[Enter]**.
- Press **RESET**.



5 Either insert the document in the ADF or place it on the FBS.

Note: Place the original document in the same orientation as the paper in the bypass tray.

6 Press **START** to begin the copying process.

Other functions

Interrupt

You can make copies during a multi-copy run.

- 1** Press **INTERRUPT**. The interrupt key will light on.
- 2** Replace the document with new document for interrupt copying.
- 3** Make your copies.
- 4** After interrupt copying, press **INTERRUPT** again. The interrupt key will light off.
- 5** Reset the previous document by following the message on the LCD and press **[Start]**.
The remaining number of copies of the previous multi-copy run will be made automatically.

Reset the settings

Auto reset

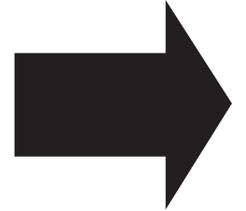
During your operation, if any keys are not pressed within three minutes, the machine reset the display to the initial screen and after more three minutes the machine reset any key settings automatically.

Note: As default setting, the auto reset time is set three minutes. You can change this auto reset time. ⇒ See Page 3.3.

Manual reset

Any time you press **RESET**, the machine resets the display to the initial screen and press **RESET** again to return the machine to its initial condition.

Advanced Features

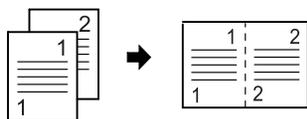


Combine	2.1
Image Repeat	2.2
Series Copies	2.4
Erase center and/or border	2.4
Margin	2.5
Directional magnification	2.6
Positive / Negative	2.7
Duplexed copies	2.7
Booklet copies	2.9
Using Soft keys	2.11
Using Macro keys	2.12

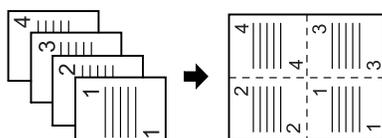
Combine

You can copy 2, 4 or 8 pages of your documents into one sheet.

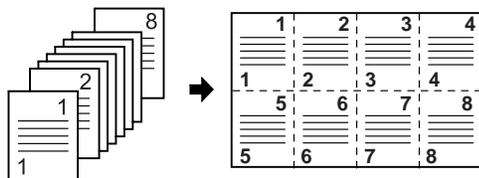
2 pages --> 1 sheet



4 pages --> 1 sheet



8 pages --> 1 sheet



Note: If you select the 2 in 1 or 8 in 1, you should set your document with the different direction from the direction of recording paper you selected.

If you select the 4 in 1, you should set your document with the same direction from the direction of recording paper you selected.

Note: You can print a separator line between copied images.

Note: In this mode, the reduce/enlarge ratio will be set to "Auto" (automatically). If you want to set the reduction/enlargement ratio manually, set the ratio after setting the combine function.

Note: According to the size of document and recording paper you selected, a part of the image might be lacked.

Note: If the number of the documents you set was less than document pages you selected for combining, the last page(s) will be copied blank.

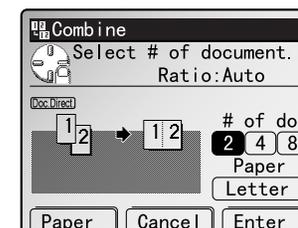
Note: The machine cannot copy your documents different in size and direction. Make sure the document are set to same direction shown on the LCD.

Note: You cannot use this function with the duplex function.

To copy with combining:

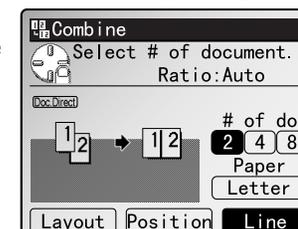
- 1 Press **MENU**.
- 2 Select "**Combine**" using the cursor key, and then press **[Enter]**.
Note: The Auto Reduce/Enlarge is selected automatically.

- 3 Select the desired combine modes using the cursor key.
Note: The number of documents combined can be 2, 4 or 8.



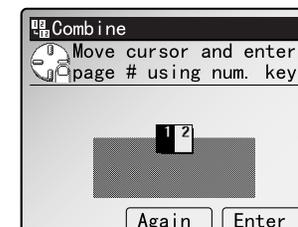
- 4 If you want to change the recording paper size for combining, proceed to next step. Otherwise, skip to step 6.
- 5 Press **[Paper]** to select the paper size, and then press **[Enter]**.
- 6 You can insert the separator lines between combined images. If you want to insert the separator lines, proceed to next step. Otherwise, skip to step 8.

- 7 Press **NEXT** and then press **[Line]** to print the separator lines. To cancel the separator lines, press **[Line]** again.
Note: The width of the line can be changed.
⇒ See page 3.4.



- 8 If you want to arrange the position of the each document, proceed to next step. Otherwise, skip to step 12.

- 9 Press **[Position]**, the LCD will show:
Note: If **[Position]** is not appeared on the LCD, press **NEXT**.



- 10 Select the position using the cursor key and enter the number of the document you want to change using the numeric keypad.

Note: The number which was on the position you selected will change places with the number you entered.

Note: If you want to reset to the initial position setting, press **[Again]**.

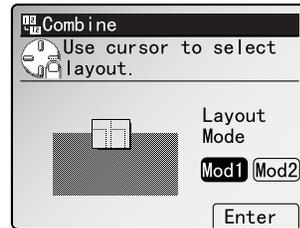
- 11 Press **[Enter]** to save the setting.

12 If you want to change the layout, proceed to next step. Otherwise, skip to step 16.

Note: Use this function when you set the reduction/enlargement ratio by yourself.

13 Press **[Layout]**, the LCD will show:

Note: If **[Layout]** is not appeared on the LCD, press **NEXT** until it appears.



14 Select the layout using the cursor key.

15 Press **[Enter]** to save the layout setting.

16 Press **[Enter]** to save the setting.

Note: If **[Enter]** is not appeared on the LCD, press **NEXT**.

Note: To cancel the setting of the combine function, press **[Cancel]**.

The Combine icon will be displayed on the LCD.



17 Set the documents.

Note: Set the documents as you see on the LCD in step 3.

If you set your documents in the ADF:

Press **START**. After the all documents in the ADF are scanned, the copies will be printed.

If you set your document on FBS glass:

Press **START** after set the first page of your documents on the FBS glass.

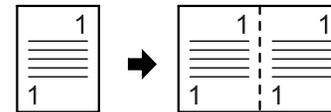
Then set the next page of your document, then press **[Start]**.

After all your documents are scanned, press **[Exit]**.

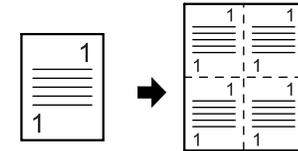
Image Repeat

You can copy one document repeatedly 2, 4 or 8 times in one sheet.

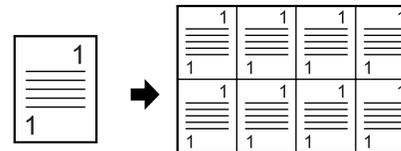
2 repeats



4 repeats



8 repeats



Note: In this mode, the reduce/enlarge ratio will be set to "Auto" (automatically).
If you want to set the reduction/enlargement ratio manually, set the ratio after setting the repeat function.

Note: According to the size of document and recording paper you selected, a part of the image might be lacked.

Note: When this function is available, the rotate copy is *not* available. Be careful of the setting direction of the document.

To make copy with repeat:

1 Press **MENU**.

2 Select “Repeat” using the cursor key, and then press **[Enter]**.

Note: The Auto Reduce/Enlarge is selected automatically.

3 Select the desired repeat modes using the cursor key.

Note: The number of documents repeated can be 2, 4 or 8.

4 If you want to change the recording paper size for combining, proceed to next step. Otherwise, skip to step 6.

5 Press **[Paper]** to select the paper size, and then press **[Enter]**.

6 You can insert the separator lines between repeated images. If you want to insert the separator lines, proceed to next step. Otherwise, skip to step 8.

7 Press **NEXT** and then press **[Line]** to print the separator lines. To cancel the separator lines, press **[Line]** again.

Note: The width of the line can be changed.
⇒ See page 3.4.

8 If you want to change the layout, proceed to next step. Otherwise, skip to step 12.

Note: Use this function, when you set the reduction/enlargement ratio by yourself.

9 Press **[Layout]**, the LCD will show:

Note: If **[Layout]** is not appeared on the LCD, press **NEXT** until it appears.

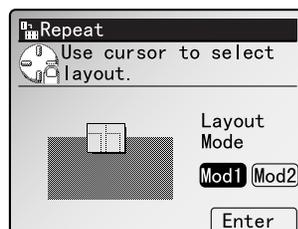
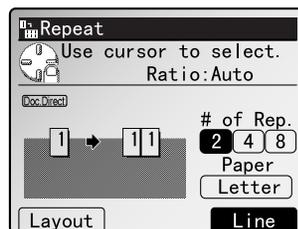
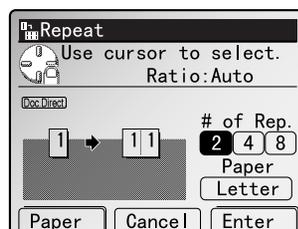
10 Select the layout using the cursor key.

11 Press **[Enter]** to save the layout setting.

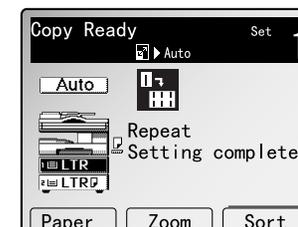
12 Press **[Enter]** to save the setting.

Note: If **[Enter]** is not appeared on the LCD, press **NEXT**.

Note: To cancel the setting of the combine function, press **CLEAR**.



13 The Repeat icon will be displayed on the LCD.



14 Set the documents.

Note: Set the documents with same direction as you see on the LCD in step 5.

If you set your documents in the ADF:

Press **START**. After the all documents in the ADF are scanned, the copies will be printed.

If you set your document on FBS glass:

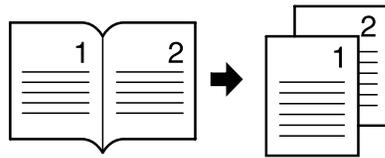
Press **START** after setting the first page of your documents on the FBS glass.

Then set the next page of your document, then press **[Start]**.

After all your documents are scanned, press **[Exit]**.

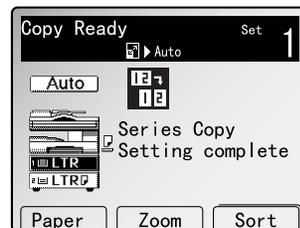
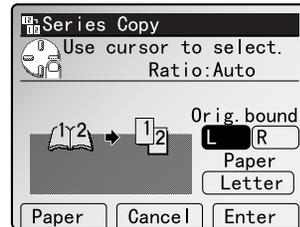
Series Copies

You can make one-sided copies from two facing pages of book documents.



- Note:** In this mode, the reduce/enlarge ratio will be set to “Auto” (automatically). If you want to set the reduction/enlargement ratio manually, set the ratio after setting the series copies function.
- Note:** According to the size of document and recording paper you selected, a part of the image might be lacked.
- Note:** ADF is *not* available with this function.

- 1 Press **MENU**.
- 2 Select “**Series Copy**” using the cursor key, and then press **[Enter]**.
- 3 Select the bound side of the book document using the cursor key.
If your book document type is read from left to right, select “**L**”.
If your book document type is read from right to left, select “**R**”.
- 4 If you want to change the recording paper size, proceed to next step. Otherwise, skip to step 6.
- 5 Press **[Paper]** to select the paper size, and then press **[Enter]**.
- 6 Press **[Enter]** to save the setting.
- 7 The Series copy icon will be displayed on the LCD.
- 8 Set the documents on FBS glass and press **START**.

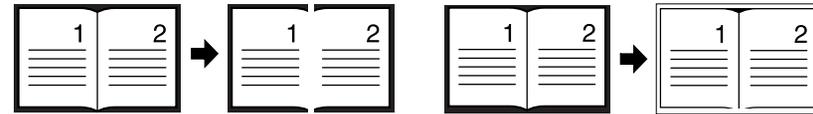


Erase center and/or border

Your machine can make copies with erasing the shadow at the center and/or all four sides of the recording paper.

Erase Center

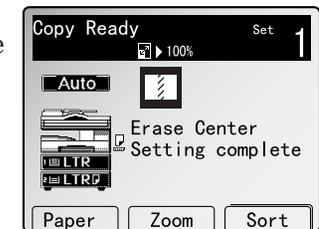
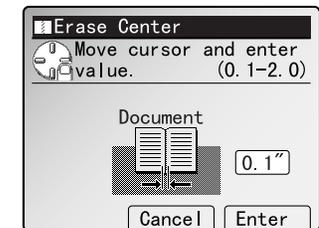
Erase Border



- Note:** Your machine has two types of erasing shadow function, *Erase Center* and *Erase Border*. You can use the both functions at a time.
- Note:** The default setting of the erased margin is as follows:
Erase center: 0.1 inch
Erase border: 0.2 inches
You can change the default setting. ⇒ page 3.1 and 3.2.

Erasing center

- 1 Press **MENU**.
- 2 Select “**Erase Center**” using the cursor key, and then press **[Enter]**.
- 3 Enter the center erased margin using the numeric keypad or pressing the ▲ and ▼ of the cursor key.
Note: You can specify the margin width as follows:
0.1” to 2.0” in 0.1” steps.
- 4 Press **[Enter]** to save the setting.
- 5 The Erase center icon will be displayed on the LCD.
- 6 Set your documents, then press **START**.



Erasing border

- 1 Press **MENU**.
- 2 Select **"Erase Border"** using the cursor key, and then press **[Enter]**.
- 3 Enter the upper/lower and left/right erased margin using the numeric keypad or pressing the **▲** and **▼** of the cursor key.

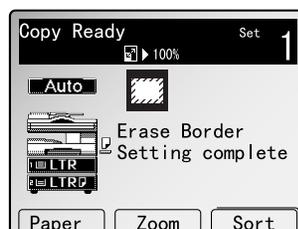
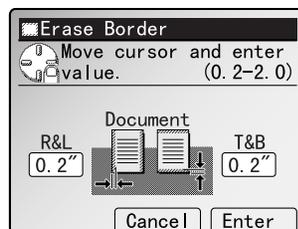
Note: You can specify the margin width as follows:
0.2" to 2.0" in 0.1" steps.

Note: To change between upper/lower and left/right, press **◀** or **▶** of the cursor key.

- 4 Press **[Enter]** to save the setting.

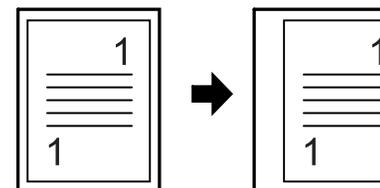
- 5 The Erase border icon will be displayed on the LCD.

- 6 Set your documents, then press **START**.



Margin

You can make a binding margin on the copy by shifting the image to left, right, upper or lower.

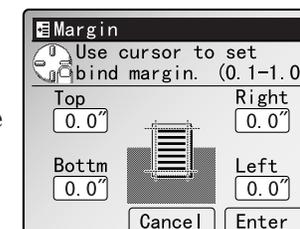


Note: You can set the desired margin between 0.1 and 1.0 inch, however, if you set the margin too large, a part of the image might be lacked.

Note: The default setting of binding margin is 0.0 inch. You can change this default setting.
⇒ See page 3.2.

Adjust the binding margin

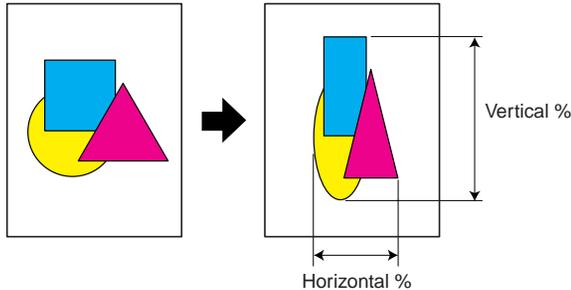
- 1 Press **MENU**.
- 2 Select **"Margin"** using the cursor key, and then press **[Enter]**.
- 3 To adjust the top and bottom margin (to move the image upper or lower) by pressing pressing **▲** or **▼** of the cursor key.
- 4 To adjust the left/right margin (to move the image left or right) by pressing **◀** or **▶** of the cursor key.
- 5 Press **[Enter]** to save the setting.
- 6 The Margin icon will be displayed on the LCD.
- 7 Set your documents, then press **START**.



Directional magnification

Directional ratio(%) magnification

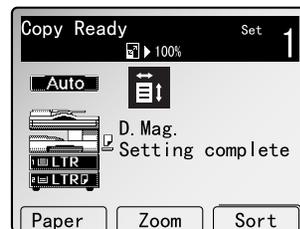
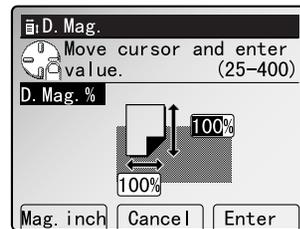
You can copy with different magnification ratios horizontally and vertically.



Note: You can enter the ratios from 25% through 400 % in 1% step. With some ratios you entered, a part of the image might not be copied or blank margins will appear on copies.

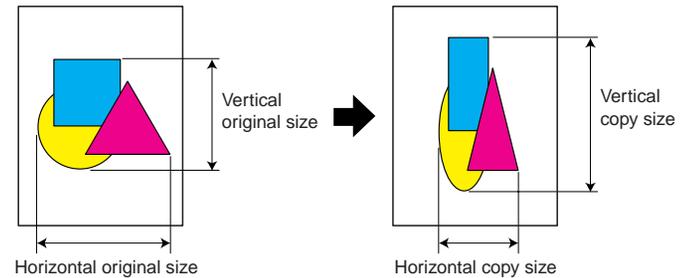
- 1 Press MENU.
- 2 Select "D. Mag." using the cursor key and then press [Enter].
- 3 Enter the desired vertical ratio using ▲ or ▼ of the cursor key or numeric keypad. Then, press ◀ or ▶ of the cursor key.
- 4 Enter the desired horizontal ratio using ▲ or ▼ of the cursor key or numeric keypad.

Note: To change number you entered, press ◀ or ▶ of the cursor key, then enter new number.
- 5 Press [Enter] to save the setting.
- 6 The D.Mag. icon will be displayed on the LCD.
- 7 Set your documents, then press START.



Directional size (inch) magnification

The suitable magnification ratios will be automatically selected according to the horizontal and vertical length of your document and copy image you entered.

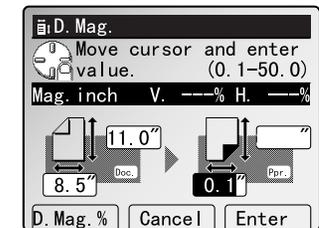


Note: The range of size you can enter is 0.1 – 50.0 inches in 0.1 inch steps.

Note: If the calculated ratio is over than 400% or under than 25%, the ratio is set with 100% automatically.

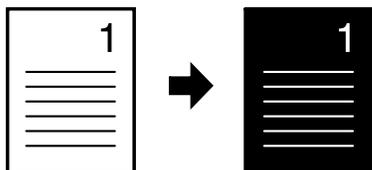
- 1 Press MENU.
- 2 Select "D.Mag." using the cursor key and then press [Enter].
- 3 Press [Mag.inch].
- 4 Enter the horizontal size of your document using the ▲ or ▼ of the cursor key or numeric keypad. Then press ▶ of the cursor key.
- 5 Enter the vertical size of your document using the ▲ or ▼ of the cursor key or numeric keypad. Then press ▶ of the cursor key.
- 6 Enter the horizontal size of the copy using the ▲ or ▼ of the cursor key or numeric keypad. Then press ▶ of the cursor key.
- 7 Enter the vertical size of the copy using the ▲ or ▼ of the cursor key or numeric keypad.

Note: To change number you entered, press ◀ or ▶ of the cursor key, then enter new number.
- 8 Press [Enter] to save the setting. The D.Mag. icon will be displayed on the LCD.
- 9 Set your documents, then press START.

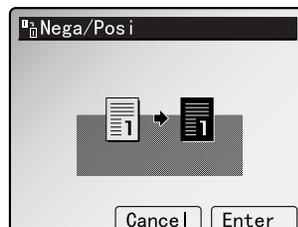


Positive / Negative

When this feature is turned on, black and white areas of your document are reversed.



- 1 Press **MENU**.
- 2 Select **"Nega/Posi"** using the cursor key and then press **[Enter]**.
- 3 Press **[Enter]** to save the setting.



- 4 The Reverse icon will be displayed on the LCD.
- 5 Set your documents, then press **START**.

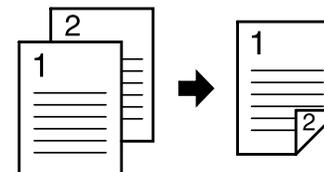


Duplexed copies

Note: The optional duplex unit is required to use this function.

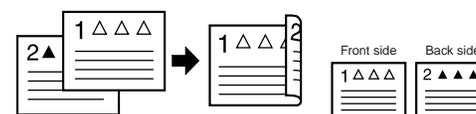
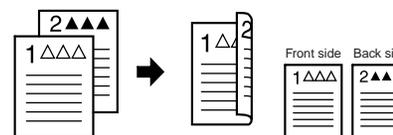
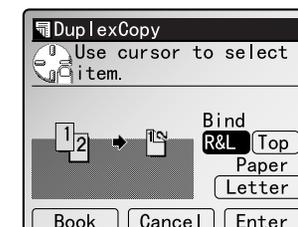
You can make a duplex copy from two 1-sided documents or two facing pages of your book document.

Making duplex copies from two 1-sided documents



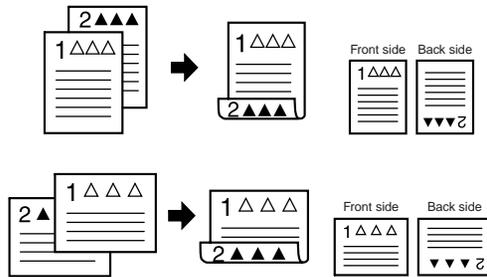
- 1 Press **MENU**.
- 2 Select **"DuplexCopy"** using the cursor key and then press **[Enter]**.
- 3 Select the document direction using the cursor key.

If you select **[R&L]**, the copy result is as following illustration below:



Advanced features

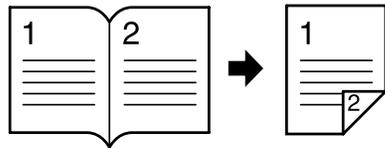
If you select **[Top]**, the copy result is as following:



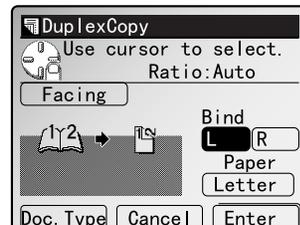
- 4 Press **[Enter]** to save the setting. The Duplex icon with Sort icon will be displayed on the LCD.
- 5 Set your documents, then press **START**.



Making duplex copies from facing pages of the book

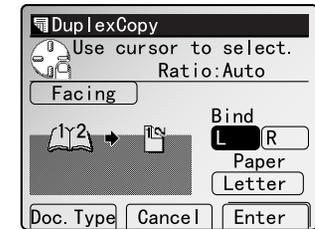
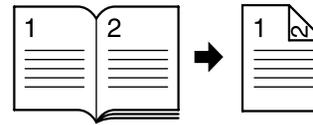


- 1 Press **MENU**.
- 2 Select **"DuplexCopy"** using the cursor key and then press **[Enter]**.
- 3 Toggle between **"Facing"** or **"Same Orig."** by pressing **[Doc.Type]**.
- 4 You can select the duplex copying method by pressing **[Doc.Type]**.
If you want to copy the two facing pages onto the one 2-sided sheet, select **"Facing"**.
If you want to copy to same as original book, select **"Same Orig."**.



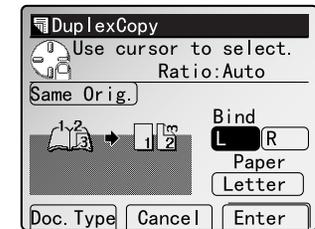
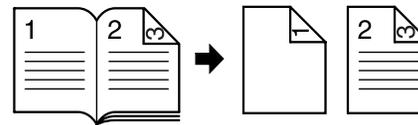
Two facing pages --> One 2-sided sheet

When you select **"Facing"**, two facing pages of your original documents will be copied onto one 2-sided sheet. When page 1 and page 2 are facing, page 1 will be copied onto the face and page 2 will be onto the back, as follows:



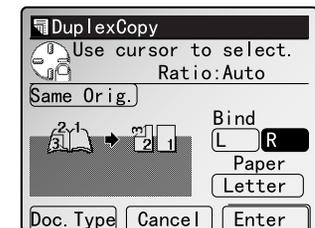
Same as original book

When you select **"Same Orig."**, when the page 1 and page 2 are facing, page 1 will be copied onto the back of the first sheet. Then page 2 and page 3 will be copied onto the face of the second sheet and page 3 will be onto the back of the second sheet, as follows:



Note: The face of the first sheet will be blank.

- 5 Select the bound side of the book document using the cursor key.
If your book document type is reading from left to right, select **"L"**.
If your book document type is reading from right to left, select **"R"**.



- 6 Press **[Enter]** to save the setting.
The Duplex icon with Sort and Combine icon will be displayed on the LCD.



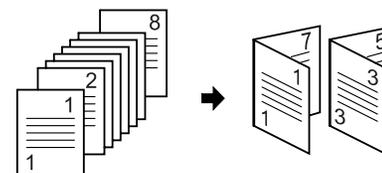
- 7 Set your book document on the FBS glass, then press **START**.

Booklet copies

Note: The optional duplex unit is required to use this function.

Note: In this function, you cannot use the ADF.

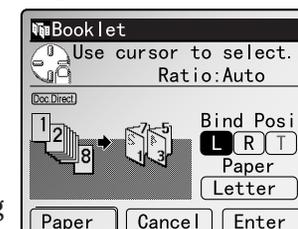
Making a booklet copy from eight 1-sided documents.



- 1 Press **MENU**.
- 2 Select **"Booklet"** using the cursor key and then press **[Enter]**.
- 3 Select the binding position – left, right or upper – using the cursor key.

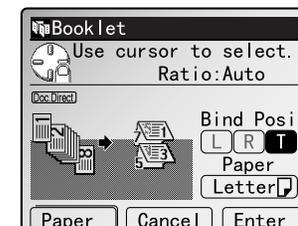
If you want to select the binding position to left or right:

- (1) Select recording paper except direction of the paper by pressing **[Paper]** and then press **[Enter]**.
- (2) Select binding position to left or right using the cursor key.
If you want to make a booklet copy reading from left to right, select **"L"**.
If you want to make a booklet copy reading from right to left, select **"R"**.



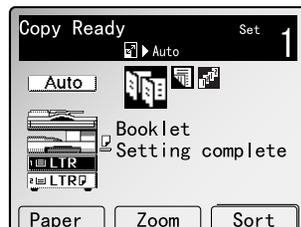
If you want to select the binding position to upper:

- (1) Select direction of the recording paper by pressing **[Paper]** and then press **[Enter]**.
- (2) Select binding position to upper. (Select **"T"** on the LCD.)



Advanced features

- 4 Press **[Enter]** to save the setting. The Booklet icon with Duplex and Sort icon will be displayed on the LCD.



- 5 Set your documents in the ADF, then press **START**.

Using Soft keys

Soft Keys are shortcut keys. You can register up to four frequently used functions with the soft keys. Your machine has four Soft Keys.

By factory setting, these keys are programmed the following functions:

- Confirmation stamp for faxing
- Confirmation report for faxing
- Monitor/Call request for faxing
- Memory transmission for faxing

But instead of using the Soft Keys to use the functions above, you can register them to use the frequent copier functions.

You can register the following copier functions:

- Combine (see page 2.1.)
- Repeat (see page 2.2.)
- Series copy (see page 2.4.)
- Erase Center (see page 2.4.)
- Erase Border (see page 2.5.)
- Binding Margin (see page 2.5.)
- Directional Magnification (see page 2.6.)
- Nega/Posi (see page 2.7.)
- Duplex (see page 2.7.)
- Booklet (see page 2.9.)

Setting the Soft Key

1 Press MENU, [**Mach Set**].

2 Select “**D.Soft Keys**” using the cursor key, and then press [**Enter**].

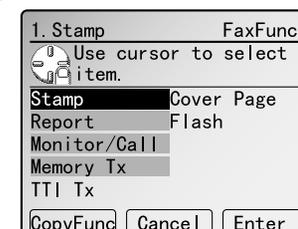
The LCD shows the function name currently stored in the Soft key 1.

Note: If you want to see the all four functions currently stored in the soft keys, press [**ShowAll**]. However, when you register the other function in the Soft Key, you should press [**ShowAll**] again to select the Soft Key.



3 Press desired Soft Key (1-4) on the control panel you want to change. Then press [**Enter**].

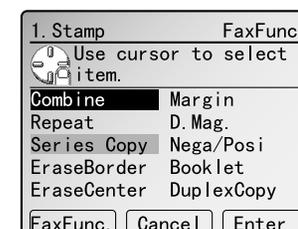
Note: On the LCD, the highlighted function is assigned to the Soft key currently select. The shaded function are assigned to other Soft key.



4 Press [**CopyFunc**].

Note: If you want to assign a fax function, press [**FaxFunc**].

5 Select the function you want to assign to the Soft Key using the cursor key. Then press [**Enter**].



6 If you want to set another Soft Key, go back to step 3.

If you *do not* want to set any more Soft Keys, press [**Exit**] or **RESET** to finish.

Now you can use the labels included in your machine's original packaging to label the Soft Key function you just set.

Using Macro keys

In order to complete some operations on your machine, you may have to follow several steps and press several different buttons. But programming your machine's *Macro keys (M1 – M6)* can reduce those steps to a simple press of a key. You can “teach” the Macro keys to carry out any copier jobs:

Note: One Macro key can hold only one job. It cannot combine two or more jobs.

Note: Macro key can hold not only copier job, but also it can hold the job for faxing. (See page 2.16 on “Fax Reference”)

Programming the Macro key

- 1 Press **MACRO PROGRAM**. The LCD shows Macro key list.

Note: The LCD can show the Macro name up to 19 characters. If you want to view the Macro name longer than 19 characters, press **[Detail]**.

- 2 Select the Macro key (**M1 – M6**) you want to program or change.

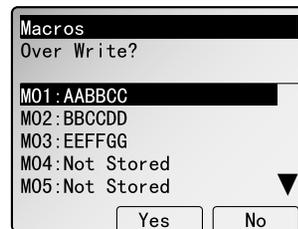
- 3 Press **[Enter]**.
If you chose the Macro key already programmed, proceed to step 4. Otherwise, skip to step 5.

- 4 The LCD shows:

If you want to overwrite the operation already programmed, press **[Yes]**.

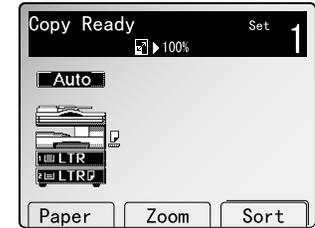
If you *do not* want to overwrite the key you have chose, press **[No]** and go back to step 2.

If you want to overwrite only the job's name, press **NEXT** twice, **[Chg.Name]** and then go to step 9.



- 5 The LCD of stand-by mode appears, which means the machine is ready to register the steps into the Macro key.

Note: It keeps beeping and blinking the **COPY/FAX** key during the job registration in order to make notice of the registration mode.



- 6 Press the keys exactly as you operate the job you want to program into the Macro key.

Note: If you want to program the fax function, first press **FAX**. Or, if you want to program the copier function, first press **COPY**.

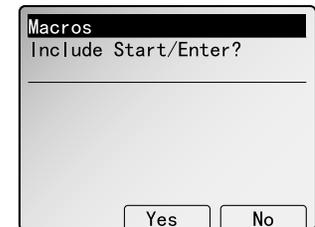
Note: You can program up to 60 steps. When more than 60 steps are needed, your fax machine asks if you register the operations you have entered. If you want to register them, press **[Yes]**. If not, press **[No]**.

Note: If you want to cancel the operations you have set, press **RESET** and then go back to step 1.

- 7 If you programmed **Start** or **[Enter]** into the operation, proceed to step 8. Otherwise, press **MACRO PROGRAM** and skip to step 9.

- 8 If you want to start immediately after pressing the Macro key when you use it, press **[Yes]**. If not, press **[No]**.

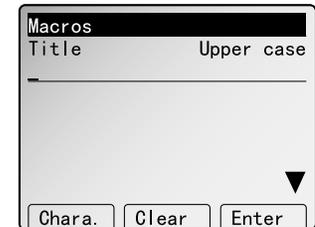
Note: If you want to confirm the settings or operations in the Macro key before the machine do it, press **[No]** here.



- 9 The machine now asks you to name this job. Enter the name of this job. A job's name may be up to 130 characters in length.

If you *do not* want to enter or change this job's name, skip to step 10.

- 10 Press **[Enter]** to save the setting. The machine will return to standby mode. To program or modify another job, repeat steps 1–10.



Copying with the Macro key

To copy using a Macro key:

- 1 Insert the document.
- 2 Press the Macro key in which you've stored the copy command.
- 3 Press **START**, if you have not registered **START** in the Macro key.

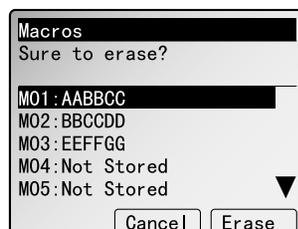
Erasing a Macro key

- 1 Press **MACRO PROGRAM, NEXT**.
- 2 Select the Macro key (**M1** – **M6**) you want to erase.



- 3 Press **[Erase]**. The LCD shows:

Note: If you want to quit without erasing the Macro key you've selected, press **[Cancel]**. The fax will return to step 2.
- 4 Press **[Erase]** again to erase the job.



To erase another Macro key, repeat steps 2–4. Or press **RESET** to return to standby mode.

Printing a list of your Macro keys

Your fax machine can print a list of the commands you've stored in your Macro keys.

The list includes:

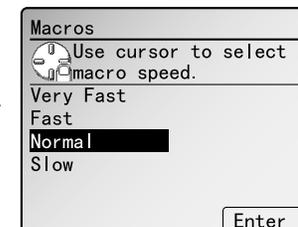
- (1) each key's Macro key number
- (2) the name of the job stored in the Macro key

To print a list of Macro keys, press **MACRO PROGRAM, NEXT, [List]**.

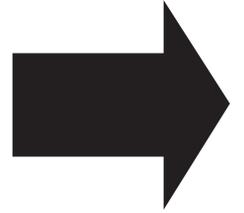
Setting the speed for Macros

You can adjust the speed of one step in the Macro key.

- 1 Press **MACRO KEY, NEXT, [Setting]**.
- 2 Select desired speed for Macros using the cursor key.
- 3 Press **[Enter]** to save the setting.



Changing the default copy settings



Accessing the default copy setting mode	3.1
Erase border setting	3.1
Erasing center setting	3.2
Binding margin setting	3.2
Sorting copy setting	3.3
User settings (for copy mode)	3.3
Print the copy setting	3.5

Accessing the default copy setting mode

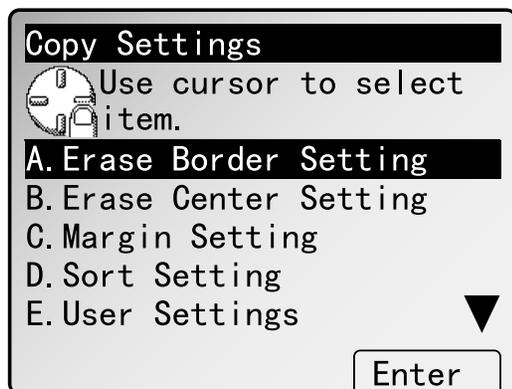
You can change or set the machine's default copy settings.

Note: Regarding the changing of the fax settings, see "Fax Reference".

Note: Regarding the changing of the machine settings, see "General Reference".

To access the copy settings:

- 1 Press **MENU**.
- 2 Press **[Copy Set]**.



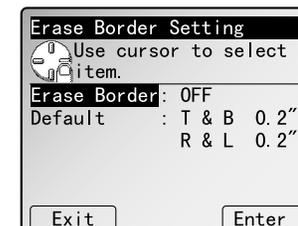
- 3 Select the desired settings using the cursor key, and then press **[Enter]**.
- 4 Change the settings as you want.
- 5 Then, press **[Exit]** to save the setting.

A. Erase border setting

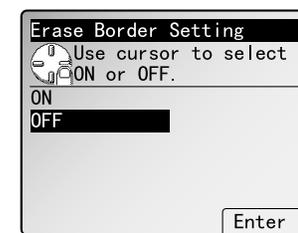
Note: Default: OFF, Erased margin; Left and Right 0.2", Top and Bottom 0.2".

The default setting of the erased margins in the erase border function can be changed within 0.2 – 2.0 inches in 0.1 inch steps.

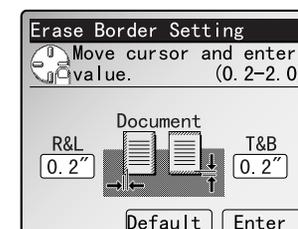
- 1 Press **MENU**, **[Copy Set]**.
- 2 Select **"A.Erase Border Setting"** and then press **[Enter]**.



- 3 To change the default setting of Erase Border, select **"Erase Border"** then press **[Enter]**.
- 4 Select **"ON"** or **"OFF"** then press **[Enter]** to save the setting.



- 5 If you want to change the default value of erased margin, select **"Default"** then press **[Enter]**.
- 6 Enter desired value, then press **[Enter]**.
- 7 Press **[Exit]** or **RESET** to save the default setting.



Note: Press **RESET** to return to standby.

Note: If you set the default setting to ON, the Erase Border icon will be appeared on the LCD.

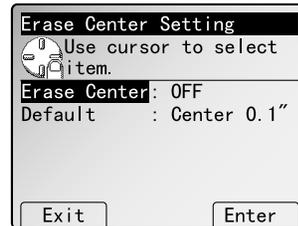
B. Erasing center setting

Note: Default: OFF, Erased margin; 0.1 inch.

The default setting of the erased margins in the erase center function can be changed within 0.1 – 2.0 inches in 0.1 inch steps.

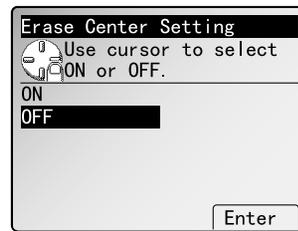
1 Press MENU, [Copy Set].

2 Select “B.Erase Center setting” and then press [Enter].



3 To change the default setting of Erase Center, select “Erase Center” then press [Enter].

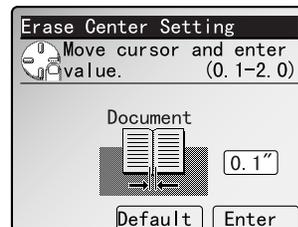
4 Select “ON” or “OFF” then press [Enter] to save the setting.



5 If you want to change the default value of erased margin, select “Default” then press [Enter].

6 Enter desired value, then press [Enter].

7 Press [Exit] or RESET to save the default setting.



Note: Press RESET to return to standby.

Note: If you set the default setting to ON, the Erase Center icon will be appeared on the LCD.

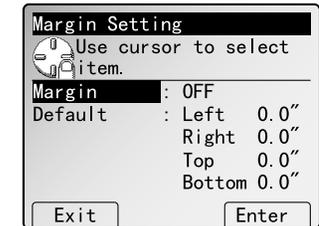
C. Binding margin setting

Note: Default: OFF, Binding margins; 0 inch.

The default setting of the binding space in the image shift copy function can be changed within 0.1 – 1.0 inch in 0.1 inch steps.

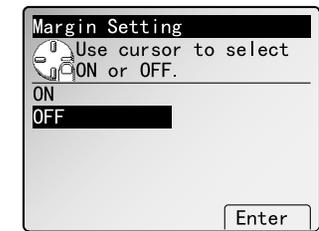
1 Press MENU, [Copy Set].

2 Select “C.Margin setting” and then press [Enter].



3 To change the default setting of the binding margin, select “Margin” then press [Enter].

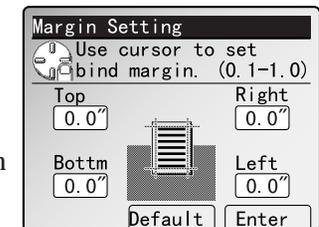
4 Select “ON” or “OFF” then press [Enter] to save the setting.



5 If you want to change the default value of binding space, select “Default” then press [Enter].

6 Enter desired value using the cursor key, then press [Enter].

7 Press [Exit] or RESET to save the default setting.



Note: Press RESET to return to standby.

Note: If you set the default setting to ON, the Binding Margin icon will be appeared on the LCD.

D. Sorting copy setting

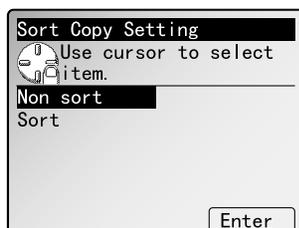
Note: Default: Non-Sort

You can select sort function.

- 1** Press **MENU**, [**Copy Set**].
- 2** Select “**D.Sort setting**” and then press [**Enter**].
- 3** Select desired function for default sort setting.
- 4** Press [**Enter**] to save the default setting.

Note: Press **RESET** to return to standby.

Note: If you set the sort function to ON, the Sort icon will be appeared on the LCD.



E. User settings (for copy mode)

You can change the default of following settings:

Scan settings. (Document type priority and Image density priority)

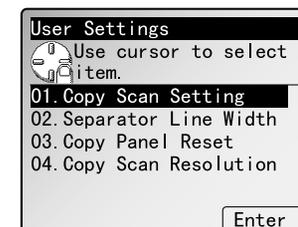
Width of the separator line in combine or image repeat function.

Auto reset time.

Scanning resolution priority. (You can select 600 dpi or 400 dpi)

To access the machine setting mode:

- 1** Press **MENU**, [**Copy Set**].
- 2** Select “**E. User Settings**” and then press [**Enter**].
- 3** Select desired setting you want to change, then press [**Enter**].
- 4** Change the settings as you want.

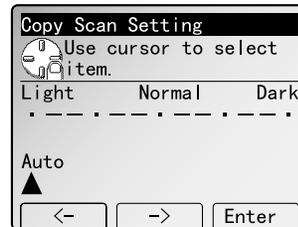
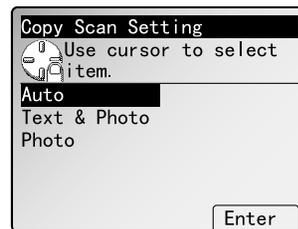
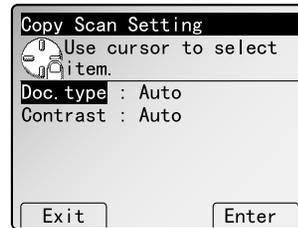


Default copy settings

01. Copy scan setting

Note: Default: Document type is set to “Auto”, Image density is set to “Auto”.
You can change the priority mode of *Document type* and *Image density*.

- 1 Press MENU, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [**Enter**].
- 3 Select “**01. Copy Scan Setting**” and then press [**Enter**].
- 4 If you want to change the priority mode of document type, select “**Doc. type**” and then press [**Enter**].
- 5 Select desired mode and then press [**Enter**] to save the setting.
- 6 If you want to change the priority mode of image density, select “**Contrast**” and then press [**Enter**].
- 7 Select desired mode using the cursor key, and then press [**Enter**] to save the setting.
- 8 Press [**Exit**] or **RESET** to save the default setting.



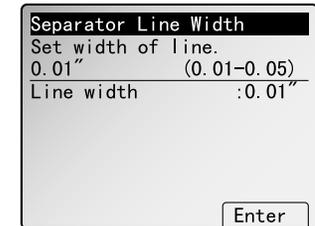
Note: Press **RESET** to return to standby.

02. Width of the separator line

Note: Default: 0.01 inch

You can change the width of the separator line in the Combine and Repeat function. The default setting is 0.01 inch, but you can change it to within 0.01 – 0.05 inch in 0.01 inch steps.

- 1 Press MENU, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [**Enter**].
- 3 Select “**02. Separator Line Width**” and then press [**Enter**].
- 4 Enter the width of the separator line you want to set to default.
- 5 Press [**Enter**] to save the setting.
- 6 Press **RESET** to return to standby.



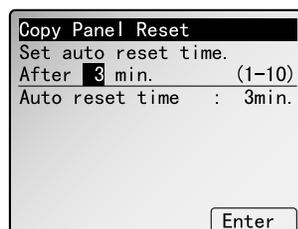
03. Auto reset mode

Note: Default: Three minutes

The machine returns to its initial condition automatically after a certain period of time. You can change this time from 1 to 10 minutes.

Note: The machine first resets the LCD display, and after certain period of time it resets the key settings to the initial condition.

- 1 Press MENU, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [Enter].
- 3 Select “**03. Copy Panel Reset**” and then press [Enter].
- 4 Enter the time to auto resetting, and then press [Enter] to save the setting.
- 5 Press RESET to return to standby.

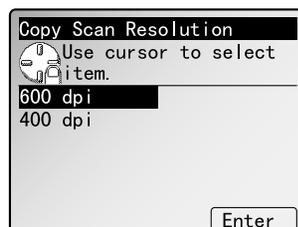


04. Scanning resolution for copy

Note: Default: 600 dpi

You can set either 400 dpi or 600 dpi for the scanning resolution in copy mode.

- 1 Press MENU, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [Enter].
- 3 Select “**04. Copy Scan Resolution**” and then press [Enter].
- 4 Select desired resolution for default setting using the cursor key.
- 5 Press [Enter] to save the setting.
- 6 Press RESET to return to standby.



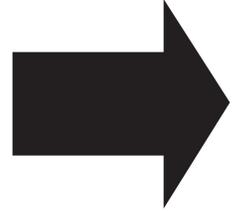
F. Print the copy setting

You can print the list of copy settings. In the list, the current setting is shaded.

To print the copy setting list:

- 1 Press MENU, [**Copy Set**].
- 2 Select “**F. Print Copy Settings**” using the cursor key.
- 3 Press [Enter].

Trouble Shooting



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When messages are displayed

This is a summary of important messages. If a message not listed here is displayed, take corrective action by following the instructions in the message.

Message on the LCD	What it means/ <i>What to do</i>
ADF is not available. Set document on FBS	When use the series copy function, the document is set in the ADF. You cannot use the ADF for series copy. <i>Remove the document from ADF, then set the document on FBS glass.</i>
Auto doc. size detection failed.	Non-standard size document is set. Your machine can detect Letter □ □, Legal □, Half-letter □ □ and 11"×17" (ledger □) sized document only. <i>Pressing START to copy your document to the auto selected paper. Or, press STOP then select paper manually by using the [Paper]. And then try again.</i> ... or ... Document is not set. <i>Set your document.</i>
Check paper size	The paper size setting is incorrect. <i>Check the paper size and set the proper paper size.</i>
Call for service	The scanner lamp is dim or inoperable. Make repeated copies to help evaporate any internal moisture. <i>If that doesn't resolve the problem, call your authorized Muratec dealer or Muratec Customer Support.</i>
Copy protected	You tried to use your machine to make a copy, but the unit's copy protection feature is on, preventing such use. <i>Turn off copy protection. (See "Copy protect" on page 1.22 in General reference.)</i>
Disable to set ratio during D.Mag. is set.	You cannot set the reduce/enlarge ratio during the directional magnification function is set.
Memory is not enough The last xxx page was erased. Please copy again.	The copying was stopped because of memory overflow. <i>Please copy again from indicated page.</i>
Not available with xxxx	You have set two functions that conflict with each other. <i>Cancel either one of the two functions.</i>

Please call service	The printer unit of your fax machine has become inoperable. <i>Call your authorized Muratec dealer or Muratec Customer Support.</i>
Please wait	Your fax machine's printer is either warming up or busy. <i>Please wait until the fax is finished printing and then retry your command or operation.</i>
Rotate document by 90° or set ratio	In combine, repeat, series copy or booklet function, the document is set in the incorrect direction. <i>Set the document in the rotate by 90° or set the reduce/enlarge ratio.</i>
Set document in ADF	In Booklet copy, you cannot use the FBS glass. <i>Set your document in ADF for Booklet copies.</i>
No paper size is suitable. Copying with auto selected paper.	There is no paper that matches the reduce/enlarge ratio. Press STOP then select paper manually.

The machine is not functioning as designed

Symptom	Check for/ <i>What to do</i>
The LCD shows nothing.	Is only the ENERGY SAVING key lit up green? <i>The machine is in the Energy Saver mode. Press any key on the control panel to cancel.</i> ... or ... The power switch is turned OFF. <i>Turn the power switch ON.</i> ... or ... The LCD contrast volume is turned to the excessively light or dark position. <i>Viewing the LCD, adjust the LCD contrast volume as necessary.</i>
Control panel keys do not respond.	Is only the ENERGY SAVING key lit up LED? <i>The machine is in the auto power off mode. Press ENERGY SAVING key on the control panel to cancel.</i> ... or ... The power switch is turned OFF . <i>Turn the power switch ON.</i>

Trouble shooting

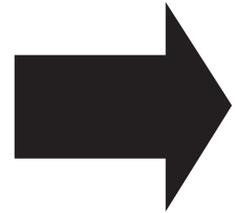
Symptom	Check for/ <i>What to do</i>
The machine is not activated when the power switch is turned ON.	The power cord is left unplugged from the power outlet. <i>Plug the power cord into the power outlet.</i>
Misfeeds occur frequently.	Paper size setting is incorrect. <i>Set the correct paper size.</i>
Some of the selected functions are unavailable.	Selected functions cannot be combined. <i>Check the combination of functions. (See "Combination chart," page A1.1)</i>
In EraseBorder or EraseCenter mode, parts of the original image are not copied.	Margin is too wide. Or, margin of your document is too narrow. <i>Set the narrower margin.</i>
In Combine mode, parts of the image are not copied or parts of the copy paper are blank.	Your set originals are not identical in size and direction. <i>It is impossible to combine originals as they are not identical in size and direction. Copy these originals with the same size paper; set copies which are identical in size and direction, and then select Combine.</i>
In Combine mode, order of copies is not correct.	Your originals are set in incorrect order. <i>When you set a stack of originals in the ADF, the first page must be on top.</i> <i>When you set an original on the FBS glass, start with the first page to be copied.</i>
In Duplex copy mode, order of copies is not correct.	Your originals are set in incorrect order. <i>When you set a stack of originals in the ADF, the first page must be on top.</i> <i>When you set an original on the FBS glass, start with the first page to be copied.</i>

If you cannot make clear copies

Symptom	Possible cause/ <i>What to do</i>
The image is too light.	The image contrast is too light. <i>Adjust the image contrast by pressing CONTRAST key.</i> <i>... or ...</i> The toner is low. <i>Replace the toner bottle.</i> <i>... or ...</i> The paper is damp. <i>Change the paper.</i>
The image is too dark.	The image contrast is too dark. <i>Adjust the image contrast by pressing CONTRAST key.</i> <i>... or ...</i> The FBS glass surface is dirty. <i>Wipe the FBS glass clean with a soft dry cloth.</i>
The copy is blurry.	The paper is damp. <i>Change the paper.</i>
The copy has lines. <i>or</i> The copy has dark specks or spots.	The FBS glass surface is dirty. <i>Wipe the FBS glass clean with a soft dry cloth.</i> <i>... or ...</i> The FBS pad is dirty. <i>Wipe the FBS pad clean with a soft cloth dampened with alcohol.</i> <i>... or ...</i> The original your document is very thin or highly transparent. <i>Place a blank sheet of paper over the original.</i> <i>... or ...</i> The original your document is 2-sided. <i>The information on the back side of a 2-sided, thin original may be slightly reproduced on the copy. Adjust the image contrast level lighter by pressing CONTRAST key.</i>

Symptom	Possible cause/ <i>What to do</i>
<p>The edge of the copy is dirty.</p>	<p>The FBS pad is dirty. <i>Wipe the FBS pad clean with a soft cloth dampened with alcohol.</i></p> <p>... or ...</p> <p>You have selected a paper size larger than your original document. (When zoom ratio is set as full size 100%) <i>Select the same copy paper size as the original.</i></p> <p>... or ...</p> <p>The original document is not placed in the correct position. (When zoom ratio is set as full size 100%) <i>Select the same copy paper size as the original. Or, reload the paper in the same direction as the original.</i></p> <p>... or ...</p> <p>The reduction ratio selected is not in accord with the copy paper size. (When doing the manual reduction copying.) <i>Select the enlarge ratio according to the copy paper size.</i></p>
<p>The image on the copy is not aligned properly.</p>	<p>The original document is not placed in the correct position. <i>Place the original correctly on the FBS glass against the original width scale. Or, load it into the ADF correctly along the document guide.</i></p> <p>... or ...</p> <p>The original documents may not be suitable for use in the ADF. <i>Raise the platen cover and place the originals on the FBS glass one at a time, instead of using the ADF.</i></p> <p>... or ...</p> <p>Something is sticking to the original document. <i>Wipe the FBS glass clean with a soft dry cloth.</i></p>

Appendix and index



Combination Chart	AI.1
Index	AI.3

Function you select last		Reduce/Enlarge			Slecting paper cassette				Slecting paper type		Slecting output tray
		Auto Reduce/Enlarge	Preset Reduce/Enlarge	Zoom	Bypass tray	Multipurpose cassette	Paper cassette	Large capacity cassette	Plain paper	Others	Paper tray
Function you select first											
Scanning from	FBS glass										
	ADF										
	FBS & ADF										
Multi copy	Sort										
	Non sort										
	Shift non sort										
	Shift sort										
Binding margin											
Erase border											
Erase center											
Negative/Positive											
Combine	2 pages -> 1-sided										
	4 pages -> 1-sided										
	8 pages -> 1-sided										
Repeat	2 repeat										
	4 repeat										
	8 repeat										
Series copies											
Duplex Copy	1-sided -> 2-sided	*1									
	Book -> 2-sided (mode1)										
	Book -> 2-sided (mode2)										
	Booklet										
Directional magnification	Directional Magnification (%)	×	×	×							
	Directional Size Magnification (inch)	×	×	×							
Slecting recording paper	Auto paper select	●			●						
	Manual paper select (standard paper)										
	Manual paper select (other paper)										
	Special sized paper select										
Reduce/Enlarge	Auto Reduce/Enlarge		●	●							
	Preset Reduce/Enlarge	●	●	●							
	Zoom	●	●	●							
Slecting paper cassette	Bypass tray				●	●	●	●			
	Multipurpose cassette				●	●	●	●			
	Paper cassette				●	●	●	●			
	Large capacity cassette				●	●	●	●			
Slecting paper type	Plain paper							●			
	Others							●			*2
Slecting paper output	Paper tray									●	
	2-Bin tray									●	

Blank : means that these functions can be used together. × : means that the function you select first will be available.
 ■ : means that these functions cannot be used together. *1 : If the document size is changed during scanning, the reduce/enlarge ratio should be selected manually.
 ● : means that the function you select last will be available. *2 : The copies are delivered to the lower tray.

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MML item number: D84-90280-60
MAI order number: OMMFX2500CPY

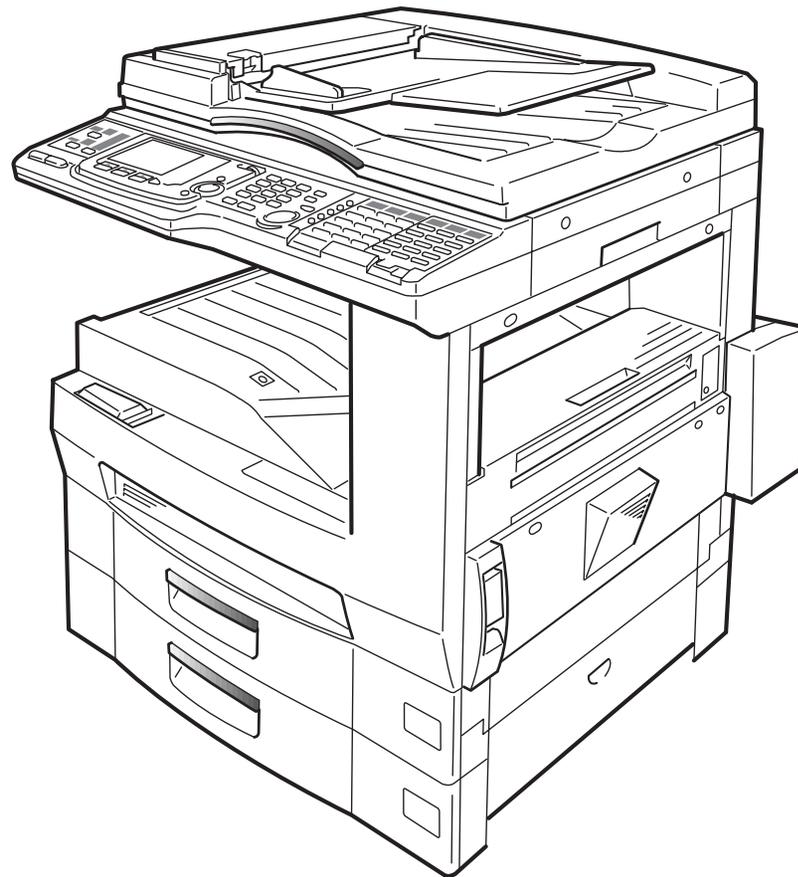


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muratec[™]
The Fax Specialists.

Muratec MFX-2500

Operating Instructions



Fax Reference

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Super G3 is an extension of Group 3 fax technology standards, allowing the use of high-speed ITU-T v.34 bis modems for 33.6 Kbps transmission and high-speed protocols for rapid handshaking.

JBIG — Joint Bi-level Image experts Group, the new ITU-T standard image data compression method. As JBIG compresses the data more efficiently than MMR, it is especially effective when transmitting halftone (grayscale) image document.

This manual and any updates to it can be found online at www.muratec.com

Go to the "Products" section of this site, then click on "*MFX-2500*"

Introduction

Thank you for choosing the Muratec MFX-2500.

The Muratec MFX-2500 is a multi-function machine, combining facsimile and copier features.

The operating instructions for this machine are divided into three books. Please read the instructions you carefully.

- **“General reference”** — Describes the basic operations and basic caring of your machine. Covers what you *have* to know to use your machine immediately.
- **“Fax reference”**(This book) — Describes the various faxing features.
- **“Copy reference”** — Describes the various copying features.

Symbol and terms (Operating tips)

In this manual, the following symbols and terms are used, make sure you know what they mean.

 CAUTION	This symbol indicates how to avoid personal injury.
Important:	This instruction describes conditions or incorrect operations that could cause damage to your machine.
Note:	A note describes helpful hints, restrictions, or how to avoid difficulties.
[]	Keys that appear at the lower parts on the LCD. To press this key, use the item select key.
“ ”	Items that appear on the LCD.
BOLD WORDS	Keys built into the machine's control panel.
LCD	The Liquid Crystal Display. It shows the machine's status, error messages and function menu, etc.
Document	A document is the original sheet(s) of paper you send or copy on your machine.
Paper	A paper is the recording paper for printing.
 , 	It means that the direction of the document or paper. See also “About  and  symbol,” on next page.
Menu	Any function can be started by first pressing MENU key.
Cursor key	Press  ,  ,  or  to select items in a menu or move the cursor.

<Operating tips>

Here's an example. If we say “press **MENU**, **J**, **0**, **7**, [**Enter**]” ...

... you'd press **MENU**
... then **J**
... then **0** (the numeric key *zero*)
... then **7**
... and then Item select key correspond to [**Enter**].

Note: Even though our example above includes commas, do not enter them into the machine. Those characters appear in our instructions to separate one number from the other. They do not need to be entered into your machine. There is a function (broadcasting) which requires commas to be entered, but there is a special way to enter them. We'll explain this process later.

What's a fax document?

A *fax document* is anything a fax user wants to fax to someone else. It can be one or more pages, and it can be text, a drawing or even a copy of a photograph.

What's a fax number?

Because your fax operates on standard phone lines, a *fax number* is just a regular phone number. And because your fax is also a high-quality, full-featured telephone, your fax number can be your regular phone number.

What are resolution and grayscale?

Just as cars are measured by engine size, fax machines are measured by *resolution* and *grayscale*.

Resolution refers to the sharpness of a fax transmission and is expressed in *lines per inch (lpi)*. There are at least three levels of resolution for most fax machines:

- *Normal* (203 horizontal × 98 vertical lpi)
- *Fine* (203 × 196 lpi)
- *Superfine* (406 × 392 lpi).

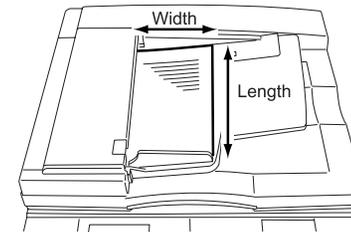
Grayscale levels, or shades of gray — refers to the many shades of gray your fax machine sees on a document it's sending. It's likely most of your fax documents will be dark text on white paper. However, when you want to send photographs and other shaded items, you can set your fax machine to transmit in 256-level grayscale.

Why not always set your fax machine for superfine, or for grayscale?

Setting your fax machine for superfine resolution and grayscale mode makes your machine send more information, making transmissions last longer and potentially driving up your phone bills on long-distance calls. You'll find that we've made it easy for you to set your fax machine for the most efficient and truest transmission for the types of documents you send.

About and symbol

 and  symbol indicates the direction of your document or recording paper. When the document or paper has a length longer than its width, we use symbol .



When the document or paper has a length shorter than its width, we use symbol .

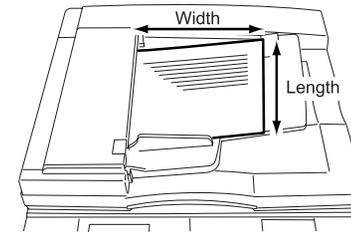


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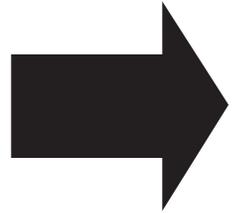
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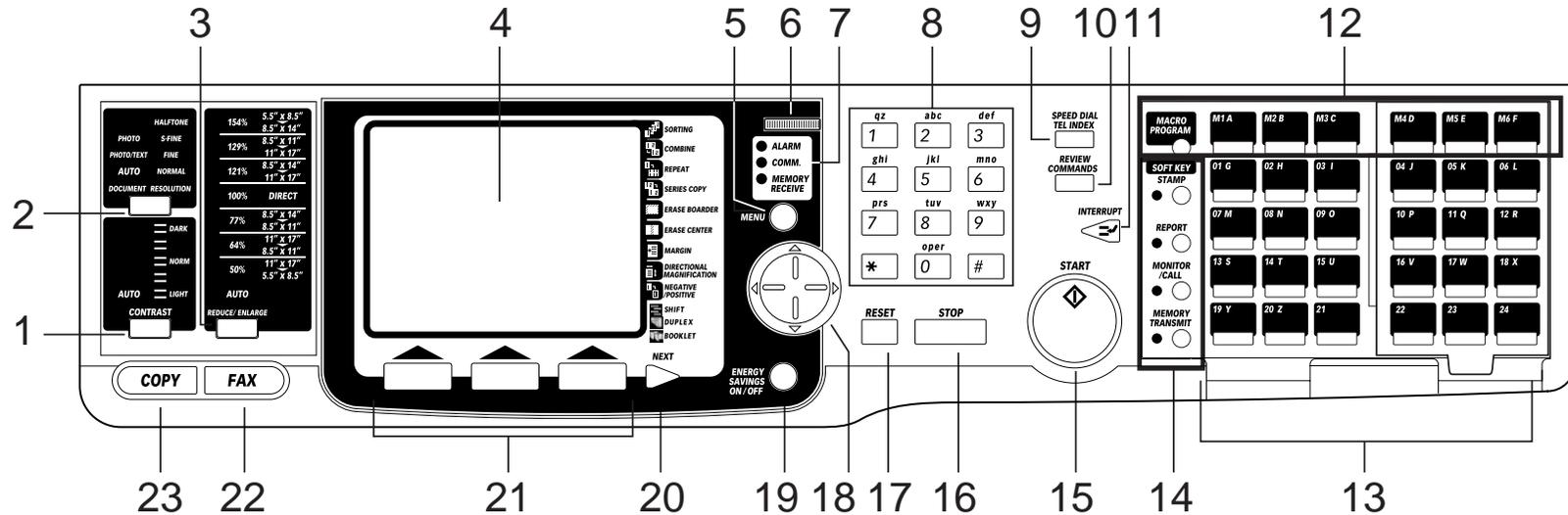
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Getting started



ControlControl panel	1.1
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Control panel



- 1** **CONTRAST** — Press to adjust the contrast level.
- 2** **RESOLUTION** — Press to toggle among the three resolution modes and 256-level grayscale.
- 3** **REDUCE/ENLARGE** — Press to choose one of several preset enlargement ratios for enlarge transmission. (In fax mode, the reduction ratios are not used.)
- 4** **Liquid crystal display (LCD)** — Shows the machine's status and lets you see what you're programming into the machine.
- 5** **MENU** — Press to access the advanced functions menu.
- 6** **LCD contrast volume** — Use to adjust the contrast of the LCD.
- 7** **Status lights**
 - ALARM light** — Glows when a problem occurs during fax communication, printing or scanning.
 - COMMUNICATION light** — Glows when the machine is communicating with another fax machine.
 - MEMORY RECEIVE light** — Glows when the machine is receiving an incoming fax document into its electronic memory.

- 8** **Numeric keypad** — Just like the numeric keys on a regular tone-dialing phone. Use these to dial phone and fax numbers and to enter numbers when you're setting up the machine.
- 9** **SPEED DIAL/TEL INDEX** — Starts a *speed-dialing* operation, which you finish by pushing three of the keys on the *numeric keypad*. Also displays *one-touch* and speed-dial entries sorted alphanumerically, as in a telephone directory.
- 10** **REVIEW COMMANDS** — Press to review pending fax commands or to view a brief description of delayed commands.
- 11** **INTERRUPT** — Press to interrupt the current printing job and make copies.
- 12** **Macro Keys** — Programming the Macro keys (M1 – M6) can reduce many steps of the operation to a simple press of a key. You can “teach” the Macro keys to carry out one of the several operations.
- 13** **One-Touch Keys** — The keys labeled **01–78** offer one-touch dialing convenience. You also can use the keys labeled **79–84** for programmable functions: this lets you teach your machine an advanced multi-step function just once, then recall the function at any time by pressing one of these keys.

14 Soft keys — Shortcut keys. Any function that can be turned on or off can be programmed into these four keys. If the light above one of these keys glows, this indicates the setting that's been programmed into it (see page 2.15) is turned on. These keys are programmed at the factory to turn the following functions on or off:

Soft key 1: **STAMP** — Press this key to set the machine to *stamp* each original document or page automatically when the machine scans it successfully.

Soft key 2: **REPORT** — Press to turn the confirmation report feature on or off for the next fax transmission.

Soft key 3: **MONITOR/CALL** — Turns the *monitor speaker* off or on. When it's on, it allows you to hear the call you're making. When using this feature, you can only hear the communication taking place. You cannot be heard unless you use a handset (optional). When sending a fax, this key also activates the *call request* feature.

Soft key 4: **MEMORY TRANSMISSION** — Selects which transmission mode your fax machine uses, whether from memory or from the document feeder.

15 START — Press to begin a fax transmission or reception.

16 STOP — An all-purpose "Whoa!" key. Stops the current operation and ejects a document from the document feeder.

17 RESET — Press to cancel the settings.

18 Cursor key — Use in various scenes, to select an item on LCD or to enter the numbers when you are setting up the machine.

19 ENERGY SAVING — Press to enter the sleep mode. If you press it for 3 seconds, it will be in the auto power off mode. Press this key again return to standby mode.

20 NEXT — When the frame of the item at the lower part on LCD is shown with double or more lines, it means that you can select more items. Press this key to show the more items.

21 Select function keys — These keys correspond to the items at the lower part on the LCD. Press to choose item at the lower part on the LCD.

22 FAX — Press to change from Copy mode to Fax mode.

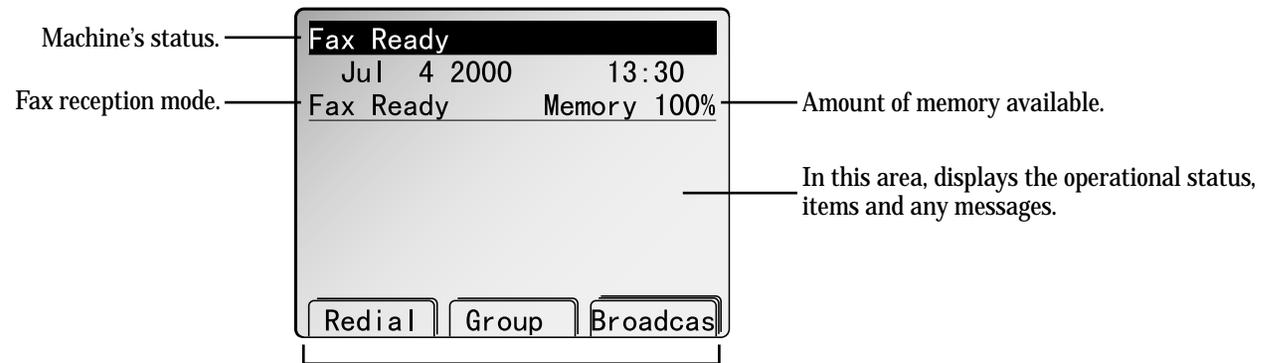
23 COPY — Press to change from Fax mode to Copy mode.

Panel display (Liquid Crystal Display)

Fax standby display

The LCD shows the machine's status and messages you through operation.

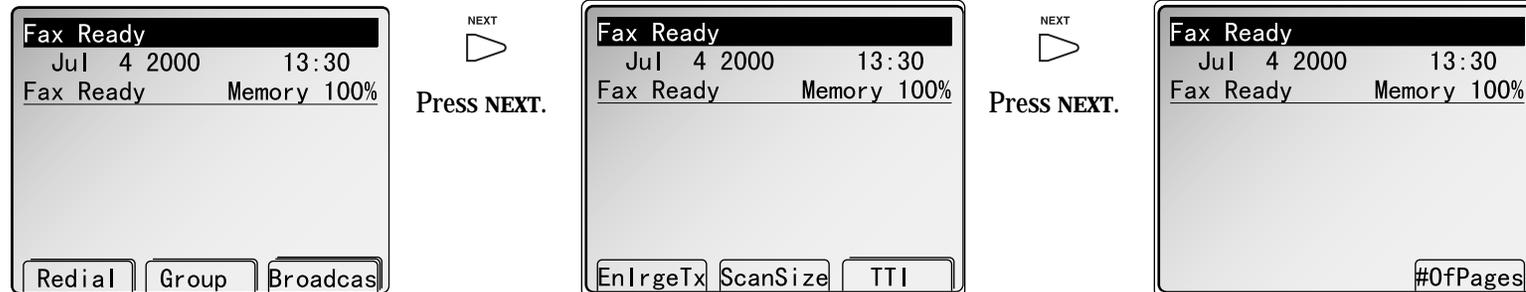
Note: Make sure the machine is in the fax mode. If the machine is not in the fax mode, press **FAX** change to the fax mode.



Various items are displayed according to the operation. When it is shown with double or more lines, it means that you can select more items. Press **NEXT** to show the more items.

Select function keys.

You can select the following function in the fax standby mode. Also, these key indications will be changed according the function you are using.



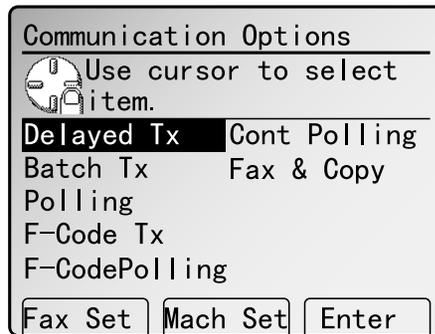
- Redial – See page 1.11.
- Group – See page 2.7.
- Broadcast – See page 2.9.

- Enlarge Tx – See page 2.20.
- Scan Size – See page 1.7.
- TTI – See page 1.7.

- # of Pages – See page 2.21.

Communication options menu display

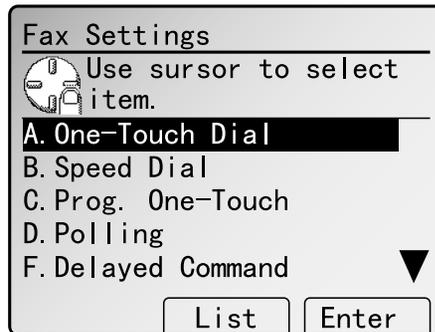
To access the communication options menu, press **MENU**.



(In "Beyond the basics," beginning on page 2.1, we'll explain these functions)

Fax setting menu display

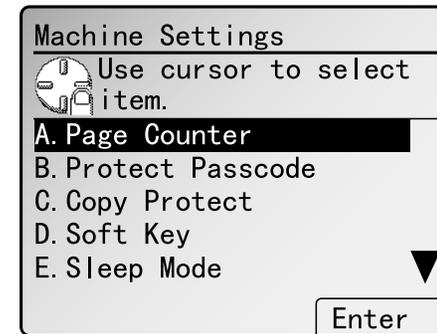
To access the fax setting menu, press **MENU**, [**Fax Set**].



(In "Beyond the basics," beginning on page 2.1, we'll explain these functions)

Machine setting menu display

To access the machine setting menu, press **MENU**, [**Mach Set**].



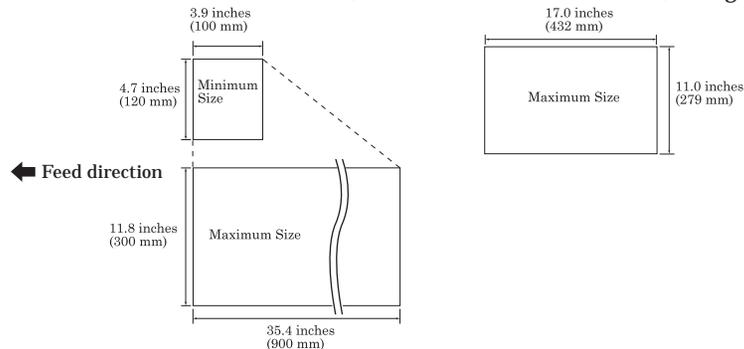
(See "General reference" for details.)

Some guidelines

Acceptable document size

The acceptable dimensions as follows:

- In the Automatic Document Feeder(ADF)
- On the Flatbed Scanner(FBS) glass



Automatic document feeder (ADF) (width × length)

	SINGLE-SHEET	MULTIPLE-SHEET
Maximum:	11.8" × 35.4"	11.0" × 17.0"
Minimum:	4.7" × 3.9"	8.5" × 5.5"
Weight:	30.2 – 104.7 g/m ²	52.3 – 104.7 g/m ²

You can set up to about 50 sheets of letter-, 40 sheets of legal- or 30 sheets of 11" × 17" sized document in the ADF at a time.

Flatbed scanner (FBS) glass (width × length)

Maximum: 11.0" × 17.0"

Things *not* to put in your fax

To avoid paper jams and damage to your machine, **don't insert:**

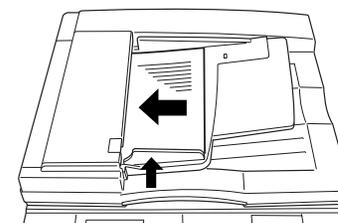
- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or still-wet correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or any small, thick items

How to set the document

When setting the documents in the Automatic Document Feeder

- 1 Align your document to the *rear left corner*.
- 2 Adjust the document guide to fit your documents.
- 3 Set your document **face up** into the document feeder.

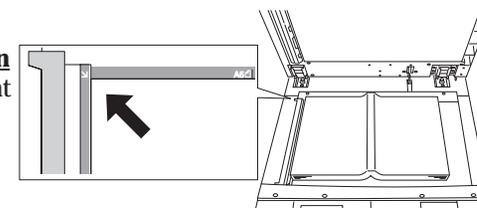
Note: You cannot set the different sized document at a time.



When setting the documents on the FBS glass

- 1 Lift the platen cover fully.
- 2 Set your document **face down** on the FBS glass. The document should be aligned to the *rear left corner*.
- 3 Gently close the platen cover.

Note: If you do not lift the platen cover fully before close it, the document size will not be detected automatically.



Auto document size detection

The following sized documents are automatically detected.

- Letter(8.5" × 11") □ □
- Legal(8.5" × 14") □
- Ledger(11" × 17") □
- Half-letter(5.5" × 8.5") □ □

Resolution, grayscale and contrast

Reviewing resolution and grayscale:

- **Normal resolution** is suitable for most typed documents and simple drawings.
- **Fine resolution** is ideal for maps, moderately complicated drawings, floorplans or handwritten documents.
- **Superfine resolution** ("S-FINE" on the control panel) reproduces the detail of extremely complicated drawings or line art.
- **Grayscale mode** ("HALFTONE" on the control panel; "Gray" on the LCD) captures shades in photos and drawings.

Note: If you send a fax in superfine, certain fax models (especially older, non-Muratec models) receive it only in fine mode. However, you can send a fax in grayscale mode to virtually *any* fax machine currently in use.

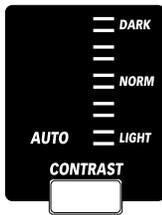


To change the resolution setting, press **RESOLUTION** repeatedly. A glowing LED indicates the machine is using the setting named by that LED.

Reviewing contrast:

Setting the contrast allows you to compensate for any excessive lightness or darkness, as the case may be, of document pages you are sending or copying.

Pressing **CONTRAST** to select the contrast mode:



- | | |
|---------------|---|
| DARK | – Darkens weak, "washed-out" images. |
| = | – Provides some darkening of documents. |
| NORMAL | – Suited to most documents. |
| = | – Provides some lightening of documents. |
| LIGHT | – Lightens up overly dark documents. |
| AUTO | – This mode automatically set the suitable setting according to the document density. |

Note: You can set the primary mode of the resolution and contrast. ⇒ See Page 3.1.

Mixing resolution and contrast in a multiple page

When you send the document with more than one page, you can select different resolutions and contrasts for each page.

Place your document, select resolution and contrast for first page, dial and press **START**. Then follow one of the following two procedures.

When the document is placed in the ADF

- 1 Select resolution and contrast before the next page is scanned.

When the document is placed on the FBS glass

- 1 Remove the previous page and place the next page.
- 2 Select resolution and contrast. Then press **START**.

Entering a pause character when dialing

Some long-distance systems require dialing pauses, and pauses can also be useful when you're dialing through special telephone exchanges.

When you are dialing or storing the autodialer, and you want to insert a *pause* character, press **NEXT** until the **[Pause]** is appeared on lower part of the LCD, then press **[Pause]** after you've dialed at least one other character. -/ (the pause character) will appear on the LCD.

Each pause entered lasts for a factory-set two seconds.

For example, if the pause is at the factory setting, pressing **9**, **NEXT**, **[Pause]**, **1972552009** dials 9 [2-second pause] 1 9 7 2 5 5 2 0 9.

Note: Each pause uses *two* of the characters you're allowed in a number.

Note: To change the dialing pause length, see "Changing the pause length," page 3.6).

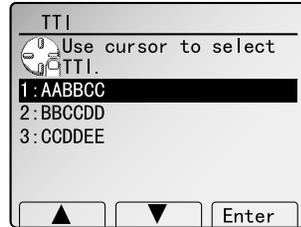
TTI select

When you send a fax message, your TTI is automatically printed at the top of documents you send. You can select one of three TTI you've stored in your machine.

Note: See "EasyStart" on the *General reference*, to refer the storing the TTI.

To select the TTI:

- 1 Place the document and select resolution and contrast you require.
- 2 Press NEXT until [TTI] is appeared on the LCD.
- 3 Press [TTI].
- 4 Using a cursor key to select TTI you want to send.
- 5 Press [Enter].
- 6 Dial a fax number.
- 7 Press START.



Note: After transmission if you did not select TTI before sending a document, the stored TTI you've selected in EasyStart will be printed at the top of document you send.

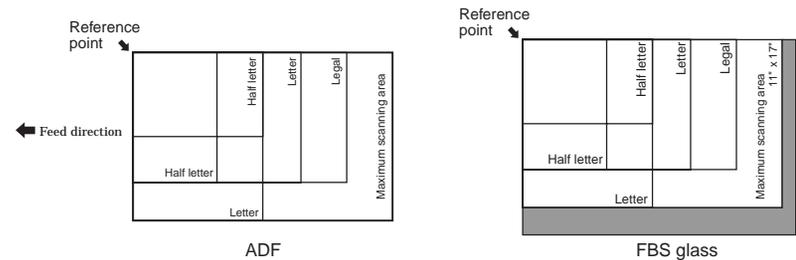
Select scanning size to be sent

When you send or store your document, usually the machine automatically detects the size of your document when it is placed on the ADF or FBS glass. However, if you wish to override this and select scanning size manually, proceed to the following steps.

Note: You can select one of the following standard paper sizes.

- Letter(8.5" × 11")
- Half-letter(5.5" × 8.5")
- Legal(8.5" × 14")
- Ledger(11" × 17")

The scanning area is referred to left rear of the ADF or FBS glass.

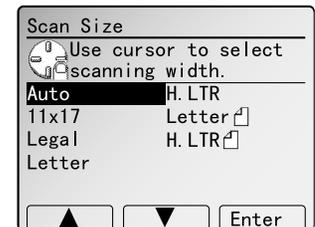


Note: When using a FBS glass, you can specify a different scan size for each page, but when using a ADF, only one size is allowed.

Note: To override auto document size detection, you have to set the scanning size at each page scanning.

To select the scanning size manually:

- 1 Place the document and select resolution and contrast you require.
- 2 Enter NEXT, [ScanSize].
- 3 Select desired size by using a cursor key.
- 4 Press [Enter].
- 5 Enter the fax number and press START.



Sending a fax

Using memory transmission

Your fax machine has a great memory! Take advantage of it, and you could:

Save Time. By using your fax machine's memory, you won't have to wait for your machine while it completes the transmission. Simply scan your document into your fax machine's memory, and you can walk away with your original in hand.

Save Money. If you're transmitting to another memory-equipped fax machine, your machine will send the document directly into the other machine's memory and hang up. (The receiving machine then prints out your message from its memory after the call has ended.) This cuts your actual on-line time to a minimum.

Save Even More Money. Set up a delayed command (see pages 2.10–2.11) to send your document after hours, and you can save more money, because the line charges will be cheaper.

The default transmission mode when the machine is turned on or when modes are cleared is memory transmission. You can change this setting, see below.

Note: Whether you decide to send your documents from memory or manually, you can override that choice one transmission at a time by pressing **MEMORY TRANSMIT** before you send your document. After completing the communication, your fax will return to the *default* setting.

Note: If you want to change the *default* setting of transmission mode, see "Memory transmission," on page 3.2.

Note: Some documents use up memory more quickly than others. They include documents with many pages and those with many dark areas. *When the machine's memory is full, it can transmit only through the document feeder.*

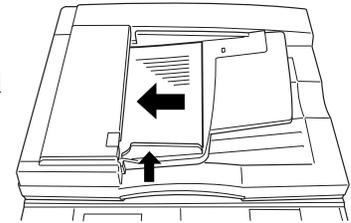
Note: When you send a fax using the FBS glass, the memory transmission will be used automatically, even if the memory transmission is not set.

If the **MEMORY TRANSMIT** light glows, memory transmission is *on*.

If the **MEMORY TRANSMIT** light doesn't glow, memory transmission is *off*.

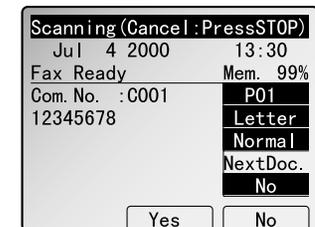
Sending a fax from the ADF

- 1 Adjust the document guides to fit the page(s) you'll be faxing. Your fax machine's ADF will hold up to 50 sheets of letter-sized paper, 25 sheets of legal-sized paper or 15 sheets of 11" × 17" (ledger)-sized paper.
- 2 Align the edge of your documents and stack them in the ADF **face up**.
- 3 *Adjust resolution and contrast if necessary.* Press **RESOLUTION** to change the resolution. Press **CONTRAST** to change the contrast.
- 4 *Adjust memory transmission if necessary.* Press **MEMORY TRANSMISSION** to toggle memory transmission on and off.
- 5 *Enter the fax number.* Also, enter any access codes necessary, just as you would for a regular phone call. (Example: Enter *9* to "dial out" from an office telephone system, or *1* for long-distance.)
- 6 *Press START.* By pressing **START**, you've just given your machine a command. In turn, your machine gives this action a command number as it scans the fax document.



This command number appears on the LCD while the machine is scanning the document:

You'll need to know this command number if you later wish to cancel the transmission or to print a stored document (see pages 1.1 and 2.11).



- 7** Now, everything is up to the machines — yours and the one you're dialing.
- If the fax has been set for *Quick Memory transmit*, your machine scans the first page of your document into memory, then dials the other fax. When it makes contact, your machine transmits the stored document from memory while at the same time scanning the remaining pages of your document into memory. (To set *Quick Memory transmission*, see page 3.2.)
 - If the fax has been set for the *normal memory transmit*, your fax scans the entire document into memory, then dials the other fax. When it makes contact, your machine transmits the entire stored document from memory.
 - If the fax is set for *non-memory transmission*, your machine simply dials the other fax. When it makes contact, your machine feeds the document through, scanning and transmitting it as it goes.

Note: The more “stuff” (called *black coverage*) your machine “sees” on a page, the slower the page feeds through as the fax scans it. And even if the page is relatively clean, sending it in grayscale mode or at certain resolutions makes your machine “see” more “stuff.” The same is true if you set the contrast to Dark.

Important: If you want to *cancel* a transmission while *scanning* the document, press the **STOP** key.

If you want to *cancel* a transmission in progress, use the *Review Commands* function. See “Review Commands, an introduction” page 1.11.

- 8** After transmission, the machine beeps and return to its standby mode.

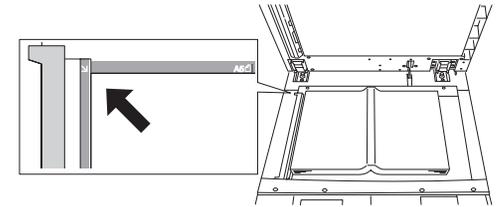
Note: If the call fails, see “Redialing,” page 1.11.

Sending a fax from the FBS glass

Set your document that cannot be placed in the ADF on the FBS glass one page at a time.

Note: The machine gives priority to the document on the ADF to make a copy or send a fax, when the documents are set both on the ADF and FBS glass.

- 1** If there's a document in the ADF, remove it.
- 2** Open the platen cover.
- 3** Place the document **face down** on the FBS glass and align it with the document scale on the rear and left, then gently close the platen cover. Make sure the document is set beyond the rear left corner.



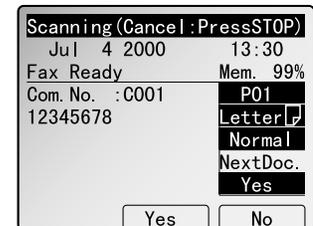
Important: Gently close the platen cover so that you don't catch your hands, possibly injuring them.

Important: When sending a bound document, such as a book, the received image may contain some black areas. To reduce this effect, hold down the document to prevent its bound part from rising. However, **do not press too strongly**. This may break the FBS glass and cause an injury.

- 4** *Adjust resolution and contrast if necessary.* Press **RESOLUTION** to change the resolution. Press **CONTRAST** to change the contrast.
- 5** *Enter the fax number.* Also, enter any access codes necessary, just as you would for a regular phone call. (Example: Enter *9* to “dial out” from an office telephone system, or *1* for long-distance.)
- 6** *Press START.* By pressing **START**, you've just given your machine a command. In turn, your machine gives this action a *command number* as it scans the fax document.

This command number appears on the LCD while the machine is scanning the document into the memory.

You'll need this command number to cancel the transmission or to print a stored document (see pages 1.11 and 2.11).



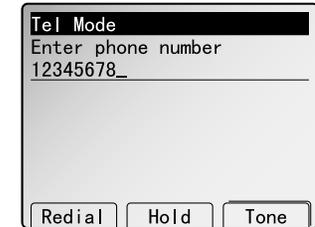
- 7** If you want to send more pages, proceed to step 8. Otherwise, press **START** to start the transmission, and skip to step 9.
- 8** Place the next page, then press [**Start**] to start scanning.
To send any more pages, repeat this step.
Otherwise, press [**Exit**] to start the transmission, and skip to step 9.
- 9** Now, everything is up to the machines — yours and the one you're dialing. When it makes contact, your machine transmits the stored document from memory.
Note: If you want to *cancel* a transmission while *scanning* the document, press the **STOP** key.
If you want to *cancel* a transmission in progress, use the *Review Commands* function. See "Review Commands, an introduction" page 1.11.
- 10** After transmission, the machine beeps and return to its standby mode.
Note: If the call fails, see "Redialing," page 1.11.

Sending a fax using monitor/call or a handset

You also can fax a document using either the monitor speaker or the optional handset to dial the call.

- 1** Place the document in the ADF.
Note: In this function, you cannot use the FBS glass.
- 2** Adjust resolution and contrast if necessary.
- 3** Obtain a dial tone, either by:
 - Pressing **MONITOR/CALL**
 - ... or ...
 - Lifting the optional handset.

In either case, the LCD shows (see right):



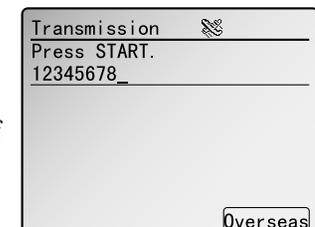
- 4** Enter the fax number.
Also, enter access codes with the number, just as for a regular phone call.
- 5** When you hear fax tones from the remote unit, press **START**.
Note: If a person answers the phone, use the optional handset to tell that person you're trying to send a fax. When you hear fax tones, press **START**.
- 6** If you're using an optional handset, hang up after pressing **START**.
- 7** After transmission, the machine beeps and returns to its standby mode.
Note: If the call fails and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up. Or if you've pressed **START** to begin the fax transmission, press **STOP** to end it.
Also see "Redialing manually," next page, if the call fails.

Overseas transmission mode

This mode instructs your fax to compensate for the poor transmission characteristics of some overseas telephone lines. To set overseas mode:

- 1** Enter the fax number using the numeric keypad.
- 2** Press **NEXT** until the [**Overseas**] is appeared. Then press [**Overseas**].

Note: This feature automatically deactivates itself following each dialing.



Redialing

If your fax call fails, your machine automatically redials it. In the *Auto Redial mode*, your fax *automatically redials* the number every minute until one of the following happens:

- It reaches the remote fax machine.
- It has attempted the two redials and has still not connected.

While in the *Auto Redial mode*, the machine can continue to receive faxes and can make as many as 100 fax transmissions.

Note: If you used either the speaker or a handset to dial, you must redial manually (see below).

Note: If the last redial attempt fails, your machine may print (and/or display) error messages.

Note: The default setting of redial attempts is as flowing:

Number of redials : 2 times

Redial interval : 1 minute.

You can change this setting as you want. See “Changing redial settings,” page 3.6.

Redialing manually

You can always redial calls manually. And you *must* redial manually if you use either the monitor speaker or an optional handset to dial the failed call.

To redial a fax call manually *without* using the monitor speaker or an optional handset:

- 1 Make sure the document is in the ADF and that the resolution and contrast are set.
- 2 Press **[Redial]**, **START**.

To redial a fax call manually *with* the monitor speaker or an optional handset:

- 1 Make sure the document is in the ADF and that the resolution and contrast are set.
- 2 Press **MONITOR/CALL** or lift the optional handset to get a dial tone.
- 3 Press **[Redial]**.
- 4 *When you hear fax tones from the remote unit, press START.*

Note: If a person answers the phone, use the optional handset to tell that person you're sending a fax. When you hear fax tones, press **START**.

To redial a voice call manually using the optional handset:

- 1 Lift the optional handset to get a dial tone.
- 2 Press **[Redial]**. When the other person answers, use the optional handset to speak to that person.

Review Commands, an introduction

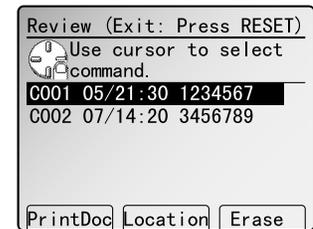
Your fax machine can store many “jobs” in its memory. And it keeps track of each one by assigning it a *command number*, like “C001.”

Delayed commands, redial attempts and current fax transmissions are all stored in your fax machine's memory and given a command number.

The Review Commands function gives you the power to check on each job (or *command*) in your machine's memory. It also lets you *cancel* a command if you decide not to send the document.

To cancel a command:

- 1 Press **REVIEW COMMANDS**.
The LCD shows the command list, indicated by its command number, sending start day and time and the phone number it will dial.
Note: If a command is in progress, that command is shown with shade.
- 2 Select the command you want to cancel using the cursor key.
- 3 Press **[Erase]**. The command will be canceled.
- 4 If you want to cancel the other command, repeat steps 2–3.
If you want to stop reviewing the stored commands, press **RESET** to return the machine to standby mode.

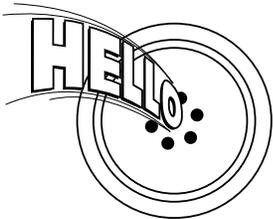


For more information on the Review Commands function, see page 2.11.

Receiving faxes

Answering calls manually

In any reception mode, you can always answer calls manually *if you have an optional handset installed*. Just pick it up, as you would if using a normal phone.

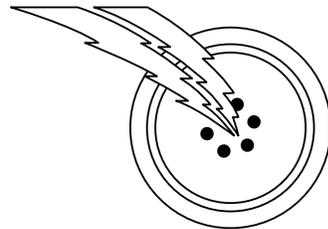


If you hear someone speaking to you, use your optional handset to speak back.

If you hear *fax tones* (“beep — beep — beep”), press **START** and hang up the optional handset. The fax machine will begin receiving a fax.

Note: Receiving this way disables “V.34” mode so that the machine receives the fax in normal ITU-T Group 3 fashion. (See page A1.1.)

Note: Don’t try to answer a call by pressing **MONITOR/CALL**. The monitor function is for dialing only.



Answering fax calls using another phone, not the fax machine

If you have one phone line ringing to several phones in your office and *you have an optional handset attached to your fax*, there’s no need to run to the fax machine to answer every call. If you happen to answer a fax call while you’re at another extension, put the handset down, but don’t hang up. Walk to the fax machine and pick up the optional handset. Then press **START**.

After you press **START**, hang up both the fax machine’s handset and the second telephone’s handset. Because remote fax machines will wait several seconds to hear reception tones from your unit, you have about 30 seconds to walk to your fax, pick up the handset, and press **START**.

Reception modes

Your fax machine has five different reception modes — *Tel Ready, Fax Ready, Fax/Tel Ready, Tel/Fax Ready* and *Ans/Fax Ready*. We’ll explain each of these in this section.

Note: To change the reception mode, refer to the “EasyStart,” on page 1.16 – 1.17 of General reference.

Tel Ready mode

- Use it if:**
- You want to use the same line for both fax and phone calls *and*
 - On that line, you’re using at least one other phone which is *not* connected to your fax machine *or*
 - You have an optional handset installed on your fax machine

In this mode: Your fax machine never answers calls automatically. You must answer each call as described in “Answering calls manually” (this page, left column).

Fax Ready mode

Use it if: Your fax machine uses its own phone line and doesn’t share it with a phone or an answering machine.

In this mode: Your fax machine answers each call and attempts to receive a fax.

Fax/Tel Ready mode

The Fax/Tel Ready mode is a combination of the Fax Ready and Tel Ready modes.

Use it if: An optional handset is installed on your fax machine
and
You're using the machine as both a fax machine and a telephone

In this mode: Your fax machine answers each call without ringing. If you receive a voice call, it alerts you with a special ring.

Your fax machine receives faxes silently *but also* alerts you when a regular voice call comes in. (Your fax machine also beeps once at the end of each reception.)

If a voice call comes in, your fax machine detects it and sounds a special ring. If you hear it, answer using your optional handset.

Note: This Fax/Tel Ready mode won't turn off ringers on other telephones in your house or office. Other phones won't distinguish between fax and voice calls.

Tel/Fax Ready mode

The Tel/Fax Ready mode is a combination of the Tel Ready and Fax Ready modes.

Use it if: An optional handset is installed on your fax machine
and
You're using the machine as both a telephone and a fax machine

In this mode: Your fax machine rings the number of times you've identified in the user settings. If you don't use the optional handset to answer the call, your fax machine answers the call. If a caller sends a fax, your machine begins receiving it. If a voice call comes in, your machine detects it and sounds a special ring, telling you to answer using the optional handset.

Ans/Fax Ready mode

Use it if: You're using an answering machine that's connected directly to your fax machine.

In this mode: An answering machine connected to your fax machine answers each call. If a voice call comes in, the answering machine begins to record the incoming message. If your fax machine hears a fax tone, it begins receiving the fax message.

Using an answering machine with your fax machine

To connect your answering machine to your fax machine:

- 1** Set the fax machine for Ans/Fax Ready.
- 2** Set your answering machine to answer calls after *no more than* two rings. (See the answering machine's instructions if necessary.)
- 3** Create a new outgoing message on your answering machine. Here's a suggested message:

*Hello! You've reached [your name or telephone number]. To leave a **voice** message, please wait for the beep. To send a **fax**, press **START** on your fax machine. Thanks for calling!*

Important: Your answering machine's outgoing message must be *no longer than* 10 seconds.

If the paper runs out

Getting the word from your machine

When your fax machine runs out of paper, the machine beeps, the **ALARM** light glows and the LCD indicates which source has run out of paper.

Your fax machine cannot *print* fax messages or copies without paper. But it can still receive documents into its memory, as described in the section below.

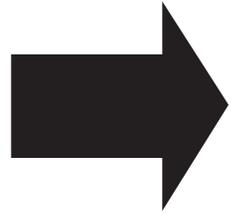
Receiving when out of paper

If your machine runs out of paper, it stores up to 250 fax *receptions* in its memory. This is called *out-of-paper reception*. Once you refill the paper supply, the fax machine prints the stored messages automatically.

Note: The number of *pages* (not *receptions*) your fax machine can store for out-of-paper reception will vary. It depends on:

- Your machine's memory capacity
- Types of documents being sent to your machine
- Resolution of documents being sent to your machine

Beyond the basics



Autodialer	2.1
Broadcasting	2.9
Delayed transmission	2.10
Batch transmission	2.12
Special features	2.15
F-Code communication	2.27
Programmable one-touch keys	2.37
Security features	2.44

Autodialer

Your fax machine's *autodialer* stores your most frequently called phone and fax numbers for instant recall so you don't have to remember them. It's something like an electronic phone book.

Autodialer basics

How do you autodial?

There are two kinds of autodialer numbers. The difference between the two is how you dial them:

Type	How to dial	Amount stored
<i>One-touch</i>	Press one of the keys, marked 01-78 on the right side of the control panel	78
<i>Speed-dial</i>	Press SPEED DIAL/TEL INDEX followed by a three-digit identifier, from <i>001</i> to <i>222</i>	222
Total amount of numbers stored		300

Autodialing fax and phone numbers

Your fax machine's autodialer will hold more than just fax numbers. You can store phone numbers, too.

This is because when you use the autodialer to dial a number, the fax checks to see if there's a document in its feeder. If there is, the machine dials as a fax machine. If there isn't, it dials as a phone.

Location IDs and the EasyDial directory

When you store numbers in your autodialer, you can give these numbers descriptive names, such as "Chicago office" or "Billing department". Your machine calls this name a *Location ID*.

Your machine's autodialer sorts these location IDs alphabetically. Using your *EasyDial directory*, you can look up these numbers by their descriptive names, just as if you were using a phone book.

We'll explain how to store the numbers and location IDs in the next few pages. The EasyDial directory is discussed in detail on page 2.8.

Special Dialing Characters

Your fax machine allows you to enter special dialing characters when programming the autodialer. These characters include hyphens and dashes, which make phone numbers easier to read, and special characters needed for international calls.

The chart below briefly describes each of these characters. It also tells you what keys to press on your fax machine to store those characters in your autodialer:

Char.	What it does	Keystroke(s)
-	Makes long numbers easier to read. Doesn't change fax machine operation.	Press [-]
/	<i>(Has no effect in the United States.)</i>	Press [2nd Tone]
!	Tells your fax machine to pause until it "hears" a dial tone.	Press [1st Tone]
- /	Enters a pause. Each pause lasts two seconds (or whatever length you set; see page 3.6). Each pause uses <i>two</i> of the characters you can store in one phone number.	Press [Pause]
- !	If your fax machine is on a pulse (<i>not</i> tone-dialing) line, switches from pulse-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. <i>Do not</i> use on a tone line.	Press [Tone]

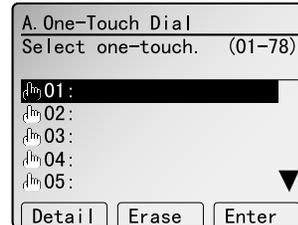
Using one-touch numbers

Your fax machine stores up to 78 one-touch numbers using the keys marked **01–78**.

Entering or changing a one-touch number

1 Press **MENU**, **A**, [**Enter**].

The LCD shows the one-touch number list.



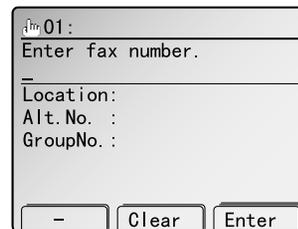
2 Select the one-touch key in which you want to store a number or change a previously stored number.

Note: You can select the one-touch key by pressing that key on the control panel.

Note: You can press [**Detail**] to see the number which has been programmed in that one-touch key.

3 Press [**Enter**].

4 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review “Special dialing characters,” page 2.1.) The number can be up to 40 characters in length.



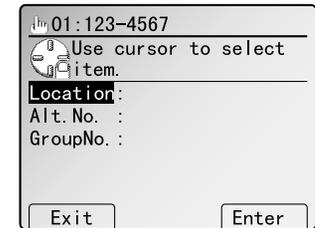
Note: You must enter the fax number to program the one-touch key.

Note: If a fax number is already registered in this one-touch key, the number is shown on the LCD. If you wish to change the fax number, press the [**Clear**] to erase it and then enter another number.

Note: If want to erase characters, press [**Clear**] to erase to the left. If you want to change just one character in the number, move the cursor to that character, and press [**Clear**] to erase it. Then re-enter the character correctly.

5 When the number is as you want it, press [**Enter**] to store it.

6 Next, the LCD now displays (see right): You can also program the following three items:



- **Location ID** — The destination name. If you enter the name, you can use the EasyDial directory dialing function (see page 2.8).

- **Alternative number** — After all redial attempts to the regular number fail, your fax machine will dial this alternative number. If the alternative number also fails, the fax alarm beeps to alert you to a problem.

Note: Your fax holds a maximum of 10 alternative numbers in all, that is, only 10 speed-dials or one-touch numbers can have the alternative number. After you have entered the alternative numbers for 10 speed-dials or one-touch numbers, the machine will disable to enter the alternative number.

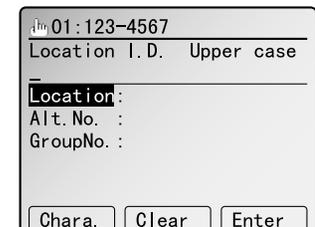
- **Group number** — If you enter the group number, you can use the group dial transmission function. (See “Using call group,” in page 2.7.)

Note: If you wish to omit these settings, press [**Exit**] then go to step 16.

7 To enter the *Location ID*:

Select the “**Location**” and press [**Enter**].

Note: If a Location ID is already registered in this one-touch key, it is shown on the LCD. If you wish to change the location ID, press the [**Clear**] to erase it and then enter another location ID.



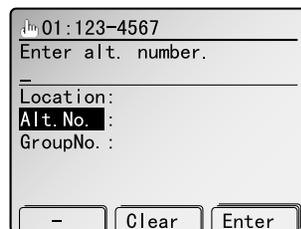
8 Enter the Location ID. (Regarding how to enter the character, see “Entering character” on page 1.14 in General reference.) A number’s Location ID may be up to 24 characters in length.

9 Press [**Enter**] to save the setting and continue.

10 To enter the *Alternative number*:

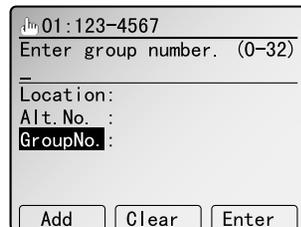
Select the “**Alt.No.**” and press **[Enter]**.

Note: If a alternative number is already registered in this one-touch key, it is shown on the LCD. If you wish to change alternative number, press the **[Clear]** to erase it and then enter another number.

**11** Enter the alternative number using the numeric keypad. The number can be up to 40 characters long.**12** Press **[Enter]** to save the setting and continue.**13** To enter the *Group number*:

Select the “**Group No.**” and press **[Enter]**.

Note: If a group number is already registered in this one-touch key, it is shown on the LCD. If you wish to change group number, press the **[Clear]** to erase it and then enter another group number.

**14** Use the numeric keypad to enter the call groups for this number. There are 32 possible call groups, numbered 1–32.

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one) by pressing **[Add]**.

Note: To assign this number to all 32 call groups, enter *0* (zero).

15 Press **[Enter]** to save the setting.**16** Press **[Exit]**.

If you *do* want to enter *another* one-touch number, go back to step 2.

If you *do not* want to enter any more one-touch numbers, press **RESET** to finish.

Use the autodialer labels in your fax's packaging to write down the stored numbers for easy reference.

If you have entered the group number, you can also print out a directory of your call groups. (See page 2.7.)

Erasing a one-touch number

1 Press **MENU, A, [Enter]**.

The LCD shows the one-touch number list.

2 Select the one-touch key which you want to erase.

Note: You can select the one-touch key by pressing that key on the control panel.

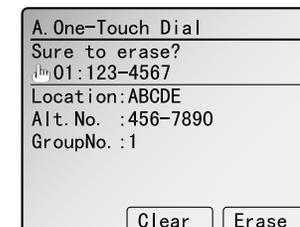
Note: You can press **[Detail]** to see the number which has been programmed in that one-touch key.

3 Press **[Erase]**. The LCD shows (see right):

Important: If you want to quit without erasing the one-touch number you've selected, press **[Cancel]**. The fax will return to step 2.

4 Press **[Erase]** to erase the number.

To erase another one-touch number, repeat steps 2–4. Or press **RESET** to return to standby mode.



Printing a list of one-touch numbers

Forgot which number is stored in which one-touch key? Just print a list of your one-touch numbers. The list includes each key's number, the Location ID (if any), fax/telephone number and group number(s) you've stored in the key.

To print a list of one-touch numbers, press **MENU, A, [List]**.

One-touch *fax* dialing

To dial a *fax* call using a one-touch number:

- 1 Place the document and select resolution and contrast you require.
- 2 Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.
- 3 Press the one-touch key in which you've stored the number.

One-touch *phone* dialing

To dial a *phone* call using a one-touch number, you *must* have an optional handset attached to your machine. (Contact your authorized Muratec dealer to order an optional handset.)

To make the call:

- 1 Obtain a dial tone by doing one of the following:
 - Lift the handset
 - Press **MONITOR/CALL** to use the monitor speaker
- 2 Press the one-touch key in which you've stored the phone number.

Note: Remember that your fax machine's monitor speaker is *not* a speakerphone. If you dialed by using the monitor speaker, pick up the handset to speak to the person that answers.

Note: If the call fails, and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up.

Using speed-dial numbers

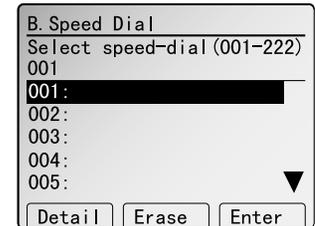
Your fax machine can store up to 222 speed-dial numbers, designated by three-digit identifier codes from 001 through 222.

Entering or changing a speed-dial number

- 1 Press **MENU, B, [Enter]**.
The LCD shows the speed-dial number list.
- 2 Select the speed-dial number in which you want to store a number or change a previously stored number.

Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, 001-099.

Note: You can press **[Detail]** to see the number which has been programmed in that speed-dial number.



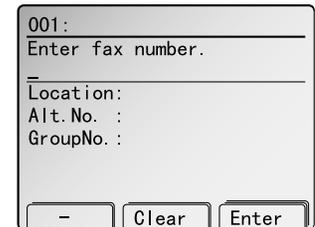
- 3 Press **[Enter]**.
- 4 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review "Special dialing characters," page 2.1.) The number can be up to 40 characters in length.

Note: You must enter the fax number to program the speed-dial number.

Note: If a fax number is already registered in this speed-dial number, the number is shown on the LCD. If you wish to change the fax number, press the **[Clear]** to erase it and then enter another number.

Note: If want to erase characters, press **[Clear]** to erase to the left. If you want to change just one character in the number, move the cursor to that character, and press **[Clear]** to erase it. Then re-enter the character correctly.

- 5 When the number is as you want it, press **[Enter]** to store it.



6 Next, the LCD now displays (see right): You can also program the following three items:

- **Location ID** (“Location” on the LCD) — The destination name. If you enter the name, you can use the EasyDial directory dialing function (see page 2.8).

- **Alternative number** — After all redial attempts to the regular number fail, your fax machine will dial this alternative number. If the alternative number also fails, the fax alarm beeps to alert you of a problem.

Note: Your fax holds a maximum of 10 alternative numbers in all, that is, only 10 speed-dials or one-touch numbers can have the alternative number. After you have entered the alternative numbers for 10 speed-dials or one-touch numbers, the machine will disable to enter the alternative number.

- **Group number** — If you enter the group number, you can use the group dial transmission function. (See “Using call group,” page 2.7.)

Note: If you wish to omit these settings, go to step 16.

7 To enter the *Location ID*:

Select the “**Location**” and press **[Enter]**.

Note: If a Location ID is already registered in this one-touch key, it is shown on the LCD. If you wish to change the location ID, press the **[Clear]** to erase it and then enter another location ID.

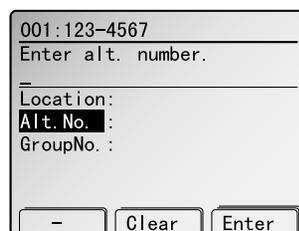
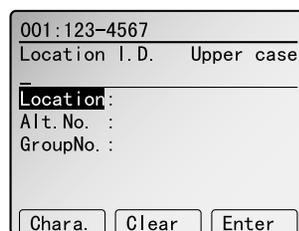
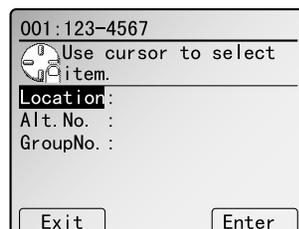
8 Enter the Location ID. (Regarding how to enter the character, see “Entering character” on page 1.14 in General reference.) A number’s Location ID may be up to 24 characters in length.

9 Press **[Enter]** to save the setting and continue.

10 To enter the *Alternative number*:

Select the “**Alt.No**” and press **[Enter]**.

Note: If a alternative number is already registered in this one-touch key, it is shown on the LCD. If you wish to change alternative number, press the **[Clear]** to erase it and then enter another number.



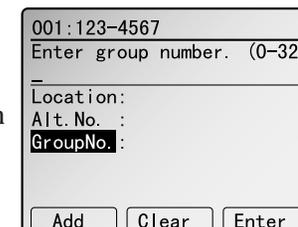
11 Enter the alternative number using the numeric keypad. The number can be up to 40 characters long.

12 Press **[Enter]** to save the setting and continue.

13 To enter the *Group number*:

Select the “**Group No.**” and press **[Enter]**.

Note: If a group number is already registered in this one-touch key, it is shown on the LCD. If you wish to change the group number, press the **[Clear]** to erase it and then enter another group number.



14 Use the numeric keypad to enter the call groups for this number. There are 32 possible call groups, numbered 1–32.

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one) by pressing **[Add]**.

Note: To assign this number to all 32 call groups, enter 0 (zero).

15 Press **[Enter]** to save the setting.

16 Press **[Exit]**.

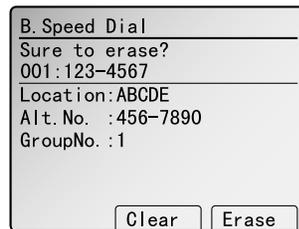
If you *do* want to enter *another* speed-dial number, go back to step 2.

If you *do not* want to enter any more speed-dial numbers, press **RESET** to finish.

If you have entered the group number, you can also print out a directory of your call groups. (See page 2.7.)

Erasing a speed-dial number

- 1 Press **MENU, B, [Enter]**.
The LCD shows the speed-dial number list.
- 2 Select the speed-dial number in which you want to store a number or change a previously stored number.
Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, *001-099*.
Note: You can press **[Detail]** to see the number which has been programmed in that speed-dial number.
- 3 Press **[Erase]**. The LCD shows:
Important: If you want to quit without erasing the speed-dial number you've selected, press **[Cancel]**. The fax will return to step 2.
- 4 Press **[Erase]** to erase the number.



To erase another speed-dial number, repeat steps 2–4.
Or press **RESET** to return to standby mode.

Printing a list of speed-dial numbers

You can easily print a list of your speed-dial numbers. The list includes each number's three-digit identifier, the Location ID (if any), number and any group numbers you've stored for that speed-dial number.

To print a list of speed-dial numbers, press **MENU, B, [List]**.

Fax dialing via speed-dial

To dial a fax call using a speed-dial number:

- 1 Place the document and select the resolution and contrast you require.
- 2 Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.
- 3 Press **SPEED DIAL/TEL INDEX**.
- 4 Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to dial.
Note: If the location ID has been programmed, it is shown on the LCD. Otherwise, the fax number is shown on the LCD.
- 5 Press **START**.

Phoning via speed-dial

To dial a phone call using a speed-dial number, you *must* have an optional handset attached to your machine. To make the call:

- 1 Obtain a dial tone by doing one of the following:
 - Lift the handset
 - Press **MONITOR/CALL** to use the monitor speaker
- 2 Press **SPEED DIAL/TEL INDEX**.
- 3 Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to dial.
Note: Remember that your fax machine's monitor speaker is *not* a speakerphone. If you dialed using the monitor speaker, pick up the handset to speak to the person that answers.
Note: If the call fails, and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up.

Using call group

If you frequently send the same fax message to more than one location, store the *group number* into your autodialer. (If necessary, see “Using a one-touch dial” and “Using speed-dialing”, in previous page.)

After you store the group number, you can send the same fax to many different locations. For example, one call group may include all of your clients in one city, another group may include all of your employees and another may include all your vendors.

Your machine can:

- Store as many as 300 numbers in up to 32 call groups
- Store one number in as many as 32 different groups

Send a fax via call group

Note: The group number dialing can be used only for memory transmission.

1 Place the the document and select resolution and contrast you require.

2 Press **[Group]**.

3 Use the numeric keypad to enter the group number you want to send a fax.

Note: If you want to send a fax to other group at a time, press **[Broadcas]** then repeat steps 2-3. You can also enter the other location using either one-touch key, speed-dial number or numeric keypad.

4 Press **START**.

Transmission
Press START.
G01
Group Clear Broadcas

Printing a group directory

Your machine can also print a *call group directory*. This lists all your stored autodialer numbers by Location ID and lists the groups to which these numbers belong.

The directory divides the call groups into four banks, 01–09 (*the list shows 00*), 10–19 (*the list shows 10*), 20–29 (*the list shows 20*) and 30–32 (*the list shows 30*). If you specify call group 0 (which puts the number in all call groups), the directory shows all numbers (see below).

For example, the directory might show:

No.	Location	00	10	20	30
S001	And Sew I	2 4			
S002	KC Enterp	7 0		1	
S003	Katz Cat			0	2
[01]	Carson Co	4	0 4		
[02]	Tex. Ofc.	1			
[03]	e.e.gummi	1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2

In this list, speed-dial number 001 (*S001*) is in call groups 2 and 4; speed-dial number 002 (*S002*) is in groups 7, 10 and 21; speed-dial number 003 (*S003*) is in groups 20 and 32; one-touch number 01 (*[01]*) is in groups 4, 10 and 14; one-touch number 02 (*[02]*) is in group 1; and one-touch number 03 (*[03]*) is in all groups, 1 to 32.

To print a call group directory, press **MENU, H, [List]**.

EasyDial directory dialing

EasyDial directory dialing makes your autodialer even more like an electronic phone book. EasyDial sorts and displays numbers alphabetically according to their Location IDs, so you can find them and dial them easily.

To dial using EasyDial:

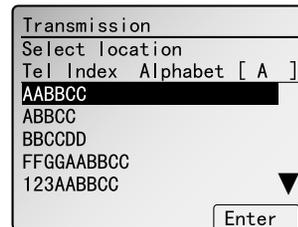
- 1** *For a fax call:* Place the document and select resolution and contrast you require.
For a regular phone call: Lift up the optional handset.
Make sure there's no document on the ADF and FBS glass, then skip to step 3.

- 2** If you want to toggle between transmission from memory and transmission from the feeder, press **MEMORY TRANSMIT**.

- 3** Press **SPEED DIAL/TEL INDEX** *twice*.
The LCD shows the listing in your fax machine's EasyDial directory.

The EasyDial directory sorts entries alphabetically in the following order:

- (1)** by alphabet
- (2)** by number
- (3)** by symbol.



- 4** Scroll through the listings to find the one you want by using the cursor key.
Note: To quickly search, press capital letter of Location I.D. using one-touch key.
- 5** When the LCD shows the name (Location ID) you want to dial, press **START**.
 - If there *is* a document on the ADF or FBS glass, your machine will dial a *fax call*.
 - If you have lift up optional handset, your machine will dial a regular phone call.

If an EasyDial call fails

If an EasyDial call fails, what happens next depends upon the kind of call it was.

If it was a fax call ...

... Your fax machine automatically redials the number according to the redial interval you've set (see page 3.6). It keeps trying until either of the following occurs:

- It successfully reaches the other number
- It has attempted the number of redials programmed and has still not connected (see "Changing redial settings," page 3.6).

If it was a regular phone call ...

... You'll have to redial manually:

- 1** Obtain a dial tone by **either** lifting the handset or pressing **MONITOR/CALL**.
- 2** Press **REDIAL/PAUSE**.

Note: If the call fails and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up. Or if you've pressed **START** to begin the transmission, press **STOP** to end it.

Broadcasting

Broadcasting basics

The fastest way to fax *one* document to *many* recipients is to *broadcast* it.

In an ordinary broadcast, you send the fax as you normally would, except you add more fax numbers. You can enter up to 330 numbers:

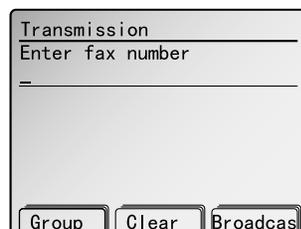
- 30 manually-dialed numbers **AND**
- 300 autodialer numbers **OR** 1 call group with all 300 autodialer numbers

You can broadcast using any function that requires a fax number to be entered. That means you can send a *delayed* broadcast, program a *polling* broadcast and even broadcast to “hub” units for F-Code *relay broadcast initiation*. All of these are explained in this chapter.

To send a broadcast fax:

- 1 Insert the document and make any necessary adjustments as you would for a regular fax transmission.
- 2 Press **[Broadcasts]**.
- 3 Enter the *first* fax number, as usual. Use either a one-touch number, a speed-dial number, a call group or a regular number dialed from the numeric keypad.
- 4 To add more fax numbers, press **[Broadcasts]** between each one. Then enter the number as described in step 3. You can send to up to 330 numbers for a broadcast.

Note: If you enter characters by mistake, press **[Clear]** to erase them. Or press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.
- 5 Press **START**. Your fax machine scans the document into memory and then sends it to each number or call group you've entered.

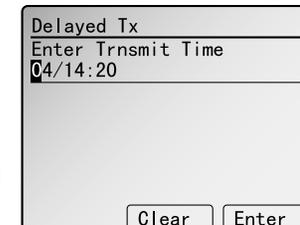


Delayed broadcasting

What if you want the broadcast to take place later? That's the purpose of setting up a *delayed broadcast*.

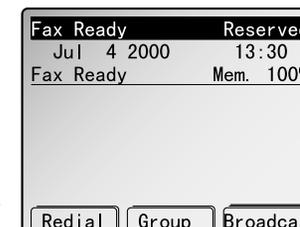
Note: Delayed commands are discussed in detail later. You may want to read “Delayed transmission” on page 2.10 before proceeding.

- 1 Follow steps 1–4 of “Broadcasting basics” (left column).
- 2 Press **MENU**.
- 3 Select **“Delayed Tx”** using the cursor key. Then press **[Enter]**. The LCD shows current day and time.
- 4 Use the numeric keypad to enter the day of the month and time (in 24-hour format) when you want the broadcast to occur.



When finished, press **[Enter]** to save the setting.

- 5 Press **START**. Your machine will return to standby mode, while showing this on the LCD: This means your fax machine is “Reserved” for the delayed broadcast you just programmed, but it can still be used to send and receive faxes if your broadcast document is stored in memory.



Making changes to broadcasts

If you need to make changes in a broadcast after setting it up, use the **REVIEW COMMANDS** function. See “Reviewing or cancelling parts of a broadcast,” page 2.11.

Delayed transmission

Take advantage of lower evening and weekend long-distance rates with *delayed transmission*. Your fax machine can store up to 100 delayed commands, each of which you can program up to 31 days in advance.

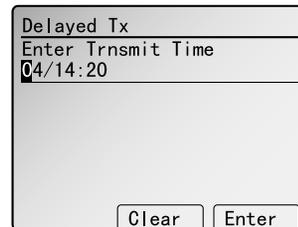
Important: If you program all 100 delayed transmission commands, no *memory transmission* is possible until one or more of the commands is completed. (To review memory transmission, see pages 1.18 and 3.2.) However, if all 100 delayed commands are programmed, you can always transmit manually using monitor/speaker dialing or an optional handset (see page 1.10).

Setting up a delayed transmission

Important: Your machine only remembers the *day* of the month that it's supposed to send a delayed transmission. It does not remember the month itself. So if you want to send a transmission at 5:05 PM on **June 26**, don't program the transmission sooner than 5:06 PM on **May 26**.

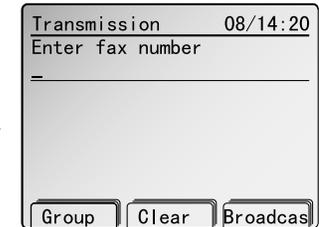
To set up a delayed transmission:

- 1 Place the document and make any necessary adjustments.
- 2 Press **MENU**.
- 3 Select "**Delayed Tx**" and press **[Enter]**.
The LCD shows the current day of the month, followed by the current time (in 24-hour format).
- 4 Use the numeric keypad to enter the day of the month and the time when you want the fax to send the delayed transmission.
- 5 When the date and time are entered, press **[Enter]** to save the delayed transmission. The LCD shows:



- 6 Enter the fax number for the delayed transmission document. You can either press a one-touch key, enter a speed-dial number or use the numeric keypad to enter the fax number.

Note: If you want to erase characters, press **[Clear]** to erase to the left. If you want to change just one character in the number, move the cursor by using cursor key, and press **[Clear]** to erase it. Then re-enter the number correctly.

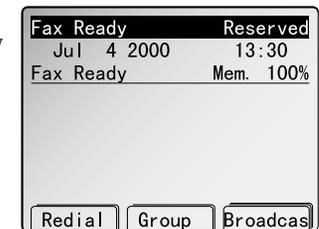


- 7 Press **START**. Your machine returns to standby mode, while showing this on the LCD:

This means your fax machine is "Reserved" for the delayed transmission you just programmed.

- If you set the machine for *memory transmission*, it will scan the document into memory, after which you can use the machine normally.
- If you set the machine for *manual transmission*, the machine can *receive* faxes but can't *transmit* until your delayed command has been performed.

Important: If you've stored too much information in your machine's memory, a "Memory Overflow" message may appear on the LCD. This appears because **(1)** too many pages have been stored in the memory, **or (2)** the pages that are stored have too much information on them for your fax machine to remember. If this message appears, press **START** to tell your fax to keep as many pages in memory as possible, or press **CANCEL** to delete from memory all pages stored during the current operation (but not previous operations).



Reviewing or cancelling delayed commands

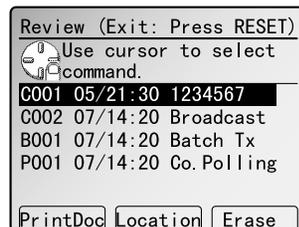
If you've stored a delayed command in your fax machine, it will hold it in memory until it either completes the command successfully or reaches its maximum number of redial attempts (see pages 1.11 and 3.6). Your machine can store up to 100 delayed commands. It identifies each by a three-digit *command number* ranging from 001 to 100.

To see your machine's stored commands or to cancel them:

- 1 Press **REVIEW COMMANDS**.
 - **If there are no stored commands in your machine** — It beeps briefly and displays "No Command" on the LCD. It then returns to standby mode.

- If there *are* commands in your machine's memory, the LCD shows:

Here, you see *command 001*, followed by the transmit day and time, and number it's set to dial. If the command is to send a *broadcast*, "Broadcast" appears instead of the phone number. (See "Broadcasting," page 2.9.)



If the command is to send a *batch transmission*, the LCD shows its *batch box number* (such as "B001") rather than the command number. (See "Batch transmission," pages 2.12–2.14.)

If the command is for a *continuous polling operation*, the LCD shows its *continuous polling operation number* (such as "P001") rather than the command number. (See "Polling," on pages 2.22–2.23.)

Note: If your machine is attempting to perform a command *now*, it appears with shaded on the display.

Note: If the command is for Broadcast, Batch transmission or Continuous polling, you can use the [Location] key to confirm the remote fax numbers.

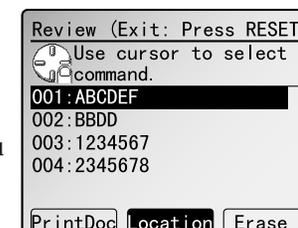
- 2 Using the cursor key to scroll through currently stored commands.
- 3 If you want to cancel the command, select command and then press **[Erase]**.
- 4 To return your machine to standby mode, press **RESET**.

Note: See also "Reviewing or cancelling parts of a broadcast," next column.

Reviewing or cancelling parts of a broadcast

You also can review or cancel certain numbers within a broadcast:

- 1 Press **REVIEW COMMANDS**.
- 2 Using the cursor key to scroll through currently stored commands.
- 3 If you want to cancel the command you select, press **[Erase]**.
If you want to review *individual* numbers within this broadcast, go on to step 4 *without* pressing **[Erase]**.
- 4 To review *individual* numbers within this broadcast, press **[Location]**.
The LCD shows (see right):
- 5 Using the cursor key to select the number you want to cancel.
- 6 Press **[Erase]**.
If you want to cancel a different number, repeat steps 5–6.
If you don't want to cancel any more numbers, press **RESET**.
The machine returns to standby mode.



Printing a delayed command list

Your machine can print a *command list* which tells you:

- The command's identification number
- The phone number, or "remote location"
- The start time (this appears in a *DD,HH:MM* format)
- A "note" telling if the command is a *polling* or *F-Code* operation (see pages 2.27–2.36 for more on *polling* and 2.22–2.23 for more on *F-Code communication*).

To print a delayed command list, press **MENU, F, [List]**.

Printing a stored document

Your fax machine can print out each document stored for delayed transmission. To print a stored document:

- 1 Press **REVIEW COMMANDS**.
- 2 Select the command using the cursor key.
- 3 Press **[PrintDoc]**. Your fax machine will print a copy of the stored document.

Batch transmission

Batch transmission allows you to store multiple documents in an electronic “basket” throughout the day and then fax that entire basket to *one* location.

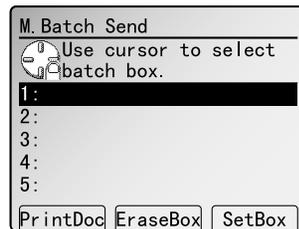
To do this, just tell the machine when and where the transmission should go. When that date and time arrives, your machine will transmit each document in the batch box to the remote fax machine. You can store up to 40 documents (each document can include one page or many pages) into your machine’s five electronic *batch boxes*.

Creating or modifying a batch box

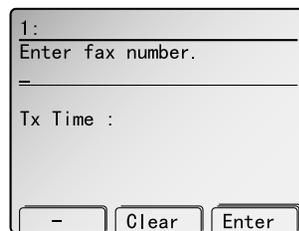
Before sending a batch transmission, you have to create batch boxes in your fax machine. The steps below also let you modify existing batch boxes.

To create or modify a batch box:

- 1 Press **MENU, M, [Enter]**. The LCD will show the batch box list.
- 2 Using the cursor key to select the batch box you want to create or modify.



- 3 Press **[Set Box]**. The LCD will show (see right):
- 4 Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review “Special dialing characters,” page 2.1.) The number can be up to 40 characters in length.

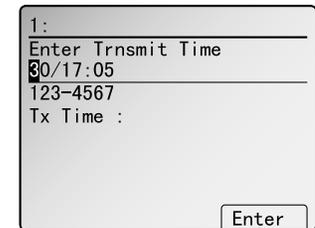


Your display can show only 26 characters at a time. To view characters beyond those 26, scroll the cursor by using the cursor key.

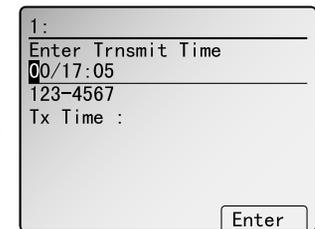
Note: If you want to erase characters, press **[Clear]** to erase to the left. If you want to change just one character in the number, move the cursor by using cursor key, and press **[Clear]** to erase it. Then re-enter the number correctly.

- 5 Press **[Enter]** to save the number.
- 6 Next, instruct your fax to send from this batch box in *one* of the following ways:

Option 1: At a certain time on a certain day of the month (*For example:* “Do this at 5:05 PM on the 30th.”) — Use the numeric keypad to enter the date and time (*24-hour format*) the machine should send the documents from the batch box:



Option 2: At a certain time *each day* you press the key (*For example:* “Do this at 5:05 PM today.”) — Use the numeric keypad to enter **0, 0 (00)**, and then the time when the fax should send the documents from the batch box:



Note: To change a digit in the date or the time, move the cursor by using cursor key. Then enter the correct number.

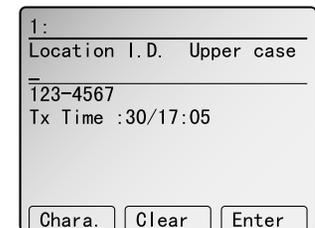
- 7 When the date and time are set, press **[Enter]**.

- 8 The LCD now displays:

The machine now asks you to name this batch box.

If you *do not* want to enter or change this batch box’s name, skip to step 10.

- 9 Enter the name the same way you entered your fax name during EasyStart. A batch box’s name may be up to 24 characters in length.



- 10 Press **[Enter]** to save the batch box information.

To create or modify another batch box, repeat steps 2–10. To finish, press **RESET**.

Printing a list of batch boxes

You can easily print a list of your batch boxes. The list includes each box's identifier number, the Location ID, fax number and date/time the transmission should start. To print the list, press **MENU**, **M**, [**Box List**].

Erasing an empty batch box

Batch boxes must be empty to be erased. If a box has documents stored in it, then you first have to erase those documents. (See "Erasing a document stored in a batch box," page 2.14.)

To erase an empty batch box:

1 Press **MENU**, **M**, [**Enter**].

2 Select the batch box you want to erase.

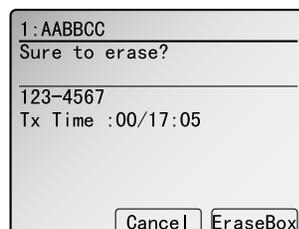
3 Press [**EraseBox**].
If the batch box is empty, the LCD shows (see right):

Important: If you want to quit without erasing the batch box you've selected, press [**Cancel**].
The machine will return to step 2.

Important: If you want to quit without erasing *any* batch box, press **RESET**.
The machine returns to standby mode.

4 Press [**EraseBox**] to erase the batch box.

To erase another batch box, repeat steps 2–4. To finish, press **RESET**.



Storing a document for batch transmission

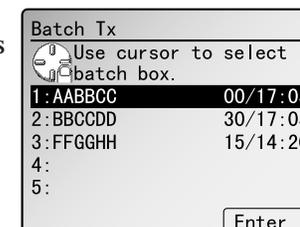
Your fax machine can store up to 40 *documents* (each document can include one page or many pages) in each batch box until the date and time you designate the batch transmission to take place. Once the batch documents are transmitted, they are automatically erased from the machine's memory.

Note: For this operation to work, the batch box must exist on your fax machine.

To store a document in a batch box for batch transmission:

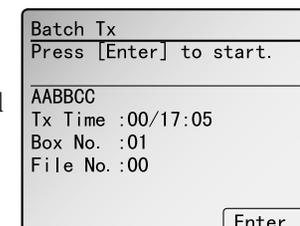
1 Insert the document and make any necessary adjustments.

2 Press **MENU**, select "**Batch Tx**" and then press [**Enter**]. The LCD shows the batch box name and transmission time:



3 Select the batch box you want to use.

4 Press [**Enter**]. The LCD shows (see right):
Your machine gives each document in a batch box a *file number*, shown as *01* above. You will need to know this file number should you later wish to erase or print the stored document. Each batch box holds up to 40 files (*01-40*).



5 Press [**Enter**]. The machine displays "Reserved" on the top line of the LCD. This means the document is stored in memory.

Printing a document stored in a batch box

To print a document stored in a batch box:

- 1** Press **MENU, M, [Enter]**.
- 2** Select the batch box storing the document you want to print.
- 3** Press **[Document]**.
- 4** Select the document's file number (*01-40*).
- 5** Press **[PrintDoc]**. Your fax machine prints the document, then returns to standby mode.

Erasing a document stored in a batch box

To erase a document stored in a batch box:

- 1** Press **MENU, M, [Enter]**.
- 2** Select the batch box storing the document you want to erase.
- 3** Press **[Document]**.
- 4** Select the document's file number (*01-40*).
- 5** Press **[EraseDoc]** twice. The fax machine erases the document you've chosen, then returns to standby mode.

Special features

Your fax machine has numerous special features to make your communication easier. We'll cover them here.

Soft Keys

Soft Keys are shortcut keys. You can program the soft keys on the control panel to turn on or off any function with just the touch of a button. Your machine has four Soft Keys. If the light above any one of these keys glows, that means the setting programmed into that key is active.

These keys are programmed at the factory to turn the following functions on or off:

- Confirmation stamp (see page 3.3)
- Confirmation report (see page 2.19)
- Monitor/Call (see page 1.10)
- Memory transmission (see pages 1.8 and 3.2)

Note: The keys that are programmed at the factory turn the functions above them on and off, but only for the next transmission that you send from your fax machine. Once that transmission is complete, your machine returns to its default setting.

But instead of using the Soft Keys to control the functions above, you can program them to turn other functions on or off. These functions are:

- TTI Tx— Normally, when you send the fax message, your TTI will be printed at the top of document you send. If you programmed TTI Tx into a Soft Key, you can disable to send your TTI by simply pressing that Soft Key.
- Cover page (see page 2.21)
- Flash — Lets you quickly disconnect a call and go right to the next one without having to hang up the handset.

Note: And instead of just turning the function on or off for the next transmission, as the factory-set keys do, changing the Soft Key settings actually sets the default for your fax machine. (These default settings can be changed, if necessary. They are not permanent.)

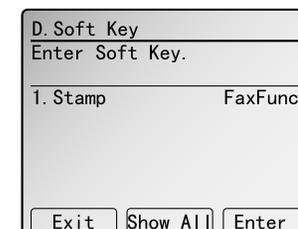
Setting the Soft Key

1 Press MENU, [**Mach Set**] and select “**D.Soft Key**”.

2 Press [**Enter**].

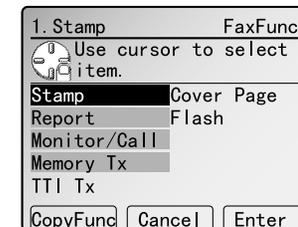
The LCD shows the function name currently stored in the Soft Key 1.

Note: If you want to see the all four functions currently stored in the Soft Keys, press [**ShowAll**]. However, when you assign the other function in the Soft Key, you should press [**ShowAll**] again to select the Soft Key.



3 Press desired Soft Key (1–4) on the control panel you want to change. Then press [**Enter**].

Note: On the LCD, the highlighted function is assigned to the Soft key currently select. The shaded function are assigned to other Soft key.



4 Select the function you want to assign to the Soft Key using the cursor key.

Note: If you want to assign a copier function, press [**CopyFunc**].

5 Press [**Enter**] to save the setting.

6 If you want to set another Soft Key, go back to step 3. If you *do not* want to set any more Soft Keys, press [**Exit**] or **RESET** to finish.

Now you can use the labels included in your machine's original packaging to label the Soft Key function you just set.

Macros

In order to complete some operations on your machine, you may have to follow several steps and press several different buttons. But programming your machine's *Macro keys (M1 – M6)* can reduce those many steps to a simple press of a key. You can “teach” the Macro keys to carry out any of the following jobs:

Note: One Macro key can hold only one job. It cannot combine two or more jobs.

Note: Macro key can hold not only faxing job, but also it can hold the copier job.

Copy:

- Copier settings (see page 2.12 on “Copy Reference”).

Printouts:

- One-touch numbers list (pages 2.3)
- Speed-dial numbers list (pages 2.6)
- Programmable one-touch numbers list (pages 2.42)
- Delayed commands list (pages 2.11)
- Activity journal (pages 2.18)
- Call group directory (pages 2.7)
- Machine settings list (pages 3.9)
- Sample cover page (pages 2.21)
- Department time list (pages 2.50)
- Batch box list (pages 2.13)
- List of stored batch documents (pages 2.14)
- List of transfer pattern (pages 2.24)
- List of F-Code boxes (pages 2.32)
- List of documents stored in F-Code boxes (pages 2.32)
- Stored polling documents (pages 2.23)
- Delayed commands documents (pages 2.11)
- Security receive documents (pages 2.45)
- Batch transmission documents (pages 2.14)
- F-Code Box (bulletin box) documents (pages 2.33)

Document storage:

- Regular polling documents (pages 2.33)
- F-Code polling documents (pages 2.33)

Communications functions:

- Delayed transmission (explained on pages 2.10–2.11)
- Regular polling (page 2.22)
- Continuous polling (page 2.22)
- Batch transmission (pages 2.12–2.14)
- F-Code transmission (page 2.35)
- F-Code polling (pages 2.35–2.36)

Programming the Macro key

- 1 Press **MACRO PROGRAM**. The LCD shows Macro key list.

Note: The LCD can show the Macro name up to 19 characters. If you want to view the Macro name longer than 19 characters, press **[Detail]** after program it.



- 2 Select the Macro key (**M1 – M6**) you want to program or change.

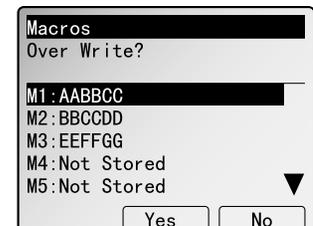
If you want to overwrite only the Macro name, press **NEXT** twice, **[Chg.Titl]** and then go to step 9.

- 3 Press **[Enter]**.
If you chose the Macro key already programmed, proceed to step 4. Otherwise, skip to step 5.

- 4 The LCD shows:

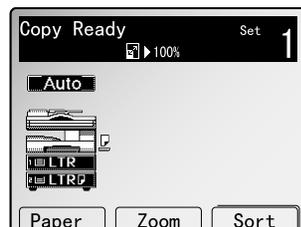
If you want to overwrite the operation already programmed, press **[Yes]**.

If you *do not* want to overwrite the key you have chosen, press **[No]** and go back to step 2.



- 5** The LCD of copy standby mode appears, which means the machine is ready to register the steps into the Macro key.

Note: It keeps beeping and blinking the **COPY** or **FAX** key during the job registration in order to make notice of the registration mode.



- 6** Press the keys exactly as you operate the job you want to program into the Macro key.

Note: If you want to program the fax function, first press **FAX**. Or, if you want to program the copier function, first press **COPY**.

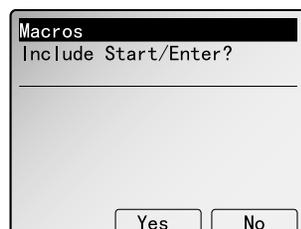
Note: You can program up to 60 steps. When it comes over 60 steps, your fax machine asks if you register the operations you have entered. If you want to register them, press **[Yes]**. If not, press **[No]**.

Note: If you want to cancel the operations you have set, press **RESET** and then go back to step 1.

- 7** If you programmed **Start** or **[Enter]** into the operation, proceed to step 8. Otherwise, press **MACRO PROGRAM** and skip to step 9.

- 8** If you want to start immediately after pressing the Macro key when you use it, press **[Yes]**. If not, press **[No]**.

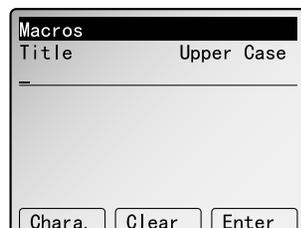
Note: If you want to confirm the settings or operations in the Macro key before the machine do it, press **[No]** here.



- 9** The machine now asks you to name this job. Enter the name of this job. A job's name may be up to 130 characters in length.

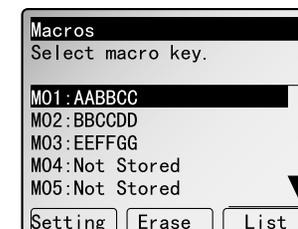
If you *do not* want to enter or change this job's name, skip to step 10.

- 10** Press **[Enter]** to save the setting. The machine will return to standby mode. To program or modify another job, repeat steps 1–10.



Erasing a Macro key

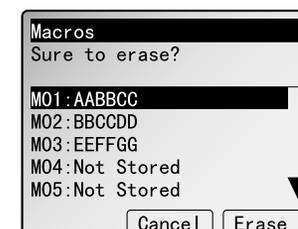
- 1 Press **MACRO PROGRAM, NEXT**.
- 2 Select the Macro key (**M1 – M6**) you want to erase.



- 3 Press **[Erase]**. The LCD shows:

Note: If you want to quit without erasing the Macro key you've selected, press **[Cancel]**. The fax will return to step 2.

- 4 Press **[Erase]** again to erase the job.



To erase another Macro key, repeat steps 2–4. Or press **RESET** to return to standby mode.

Printing a list of your Macro keys

Your fax machine can print a list of the commands you've stored in your Macro keys.

The list includes:

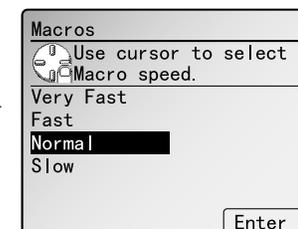
- (1) each key's Macro key number
- (2) the name of the job stored in the Macro key

To print a list of Macro keys, press **MACRO PROGRAM, NEXT, [List]**.

Setting the speed for Macros

You can adjust the speed of one step in the Macro key.

- 1 Press **MACRO PROGRAM, NEXT, [Setting]**.
- 2 Select desired speed for Macros using the cursor key.
- 3 Press **[Enter]** to save the setting.



Fax dialing with the Macro key

To dial a fax call using a Macro key:

- 1 Place the document and select resolution and contrast you require.
- 2 Press the **Macro key** in which you've stored the fax communication command.
- 3 Press **START**, if you have not registered **START** in the Macro key.
- 4 The programmed command will start.

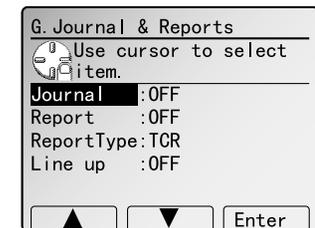
Setting the activity journal

Just as a checkbook records your daily financial transactions, your fax machine keeps an *activity journal* which records its 100 most recent fax transactions. The activity journal lists the following information for each transaction:

- *Assigned number*, starting each day at 001
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Department code* (see pages 2.49–2.50)
- *Result of the call* — If preceded by an asterisk (*), this signifies an ECM communication (see page 3.1)
- *Any special operations* — For example, a fax call made using an optional handset will appear as “Manual”

Your fax machine will print the activity journal automatically after 100 transactions. To toggle this automatic printing on or off:

- 1 Press **MENU, G, [Enter]**. The LCD shows (see right):
- 2 Select “**Journal**” and then press **[Enter]**.
- 3 Select “**ON**” and then press **[Enter]** to save the setting.



Printing an activity journal manually

To print an activity journal *immediately* without waiting for 100 transmissions to be completed, press **MENU, G, [Report]**.

Setting the printing order of the activity journal

Your fax machine prints the activity journal for every fax transaction. For example, if your machine has to redial a call, it will list those redials on the journal.

If you want to list those activities in the order of their assigned numbers, you can change the printing order of the activity journal.

To change the printing order:

- 1 Press **MENU, G, [Enter]** and then select “**Line Up**” then press **[Enter]**.
- 2 Select “**ON**” and then press **[Enter]**.

Setting the reports: TCRs and RCRs

Your fax machine can print *reports* of transmissions and receptions.

There are two different reports: a *transmit confirmation report (TCR)* and a *receive confirmation report (RCR)*. You can receive a TCR after sending a fax to *any* Group 3 fax machine, but the RCR function works only when you send a fax to a compatible Muratec machine. (Consult your authorized Muratec dealer with any questions about such compatibility.) Choose the type of report you want, based on the fax machines to which you're transmitting.

What the reports tell you

TCR

The TCR lists the following information for each communication:

- *Date and time* of the TCR's printout
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result* of the call
- *Any special operations* — For example, a fax call made using an optional handset will appear as "Manual"
- *Sample of the document* — An image of the first page of the document

If an error occurs, the TCR tells you the remote location which was called, the *error code* and *error message* (see pages 4.1–4.5).

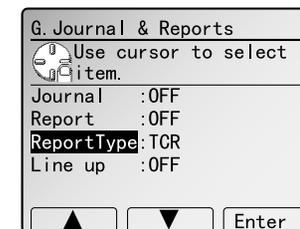
RCR

The RCR lists the following information for each communication:

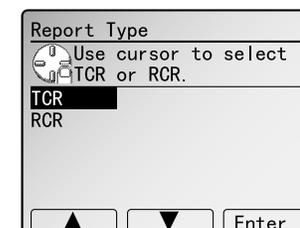
- *Date and time*
- *Remote location* called
- *Assigned number*, starting each day at 001
- *Resolution mode*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result* of the call — Either "ok" or an *error code* (see pages 4.4–4.5)

To set the printing one of these reports:

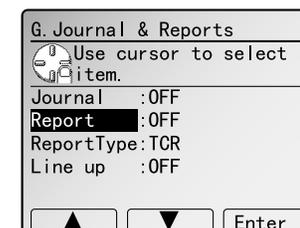
- 1 Press MENU, G, [Enter].
- 2 Select "ReportType" then press [Enter].



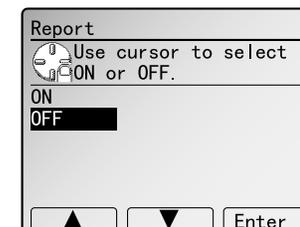
- 3 Select confirmation report type "TCR" or "RCR" by using the cursor key.
- 4 Press [Enter] to save the setting.



- 5 To print the selected report automatically after every fax you send, select "Report", and then press [Enter].



- 6 Select "ON" using the cursor key.
- 7 Press [Enter] to save the setting.



To turn the confirmation report feature on or off for *only* the next fax transmission, press **REPORT**.

What happens next depends on the setting you chose:

- If the light next to the **REPORT** key glows, the fax machine will print the confirmation report automatically.
- If the light next to the **REPORT** key doesn't glow, the fax machine will not print a confirmation report.

After you send this transmission, your machine returns to the setting you chose in step 2, above.

Enlarge transmission

You can transmit your document with enlarging.

Note: You can select a preset enlargement ratio, or directly enter the ratio using the numeric keypad. Also, you can use cursor key to enter the ratio.

Note: You can enter the enlargement ratio from 100% through 400% in 1% steps.

Here's how:

1 Place the document and select resolution and contrast you require.

2 Enter NEXT, [EnlrgeTx].

3 If you want to select area that will be enlarged, proceed to step 4. Otherwise, skip to step 5.

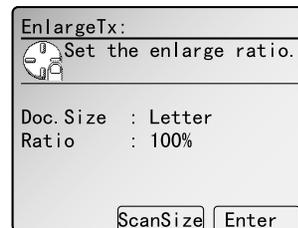
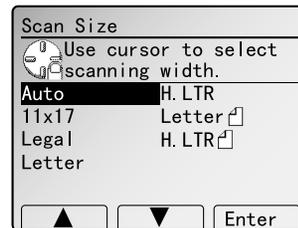
4 Press [ScanSize] then select scan size that will be enlarged. Then press [Enter].

Note: Refer to "Select scanning area to be sent," page 1.7.

5 Enter enlargement ratio. You can use the REDUCE/ENLARGE key, ▲ or ▼ of the cursor key or numeric keypad to enter enlargement ratio.

6 Press [Enter].

7 Enter the fax number and press START.



Fax & Copy

With the Fax & Copy feature turned on, your machine asks if you want to make a copy of a document each time it transmits that document from memory.

Note: The Fax & Copy function cannot be used for non memory transmissions.

Note: Quick Memory transmission (see page 3.2) and the Fax & Copy function cannot be used at the same time. If both are turned on, Quick Memory will not work.

Note: The Fax & Copy feature will use the same resolution you set for the transmission for the copy's scanning resolution.

Using the Fax & Copy function

1 Place the document and select resolution and contrast you require.

Note: With this function, you cannot select Normal and Halftone resolution.

2 Enter MENU and select "Fax & Copy".

3 Press [Enter].

4 Enter the fax number. Either press a one-touch key, enter a speed-dial number, call group number or use the numeric keypad to enter the fax number.

If you entered the fax number using a one-touch key, skip to step 6. Otherwise, go on to step 5.

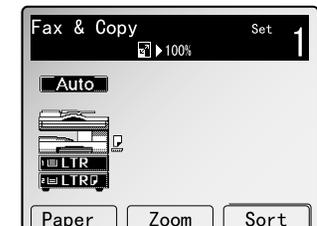
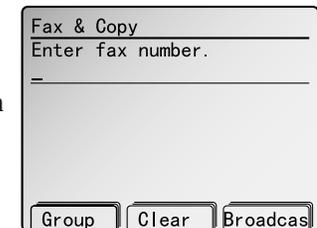
5 Press START.

6 The LCD changes copy mode and asks the number of copies you want to make:

7 Use the numeric keypad to enter the number of copies you want for each page in the document. Choose from 01 to 99 copies.

Note: If you want to quit without transmitting and copying the document, press STOP. The fax returns to standby mode.

8 Press START to begin the transmission and copying process.



Cover page

Your fax machine can store a *cover page* to send at the beginning of each outgoing fax. This page includes the current date and time, your Location ID and your fax number (as stored in the TTI) and a message of up to 40 characters in length. The information appears in a box similar to this:

Fax Message From:

Jul 4 2000 14:00

Name: AABCC Co.
Fax Number: 123-4567

[We appreciate your business. Thank you!]

Turning the cover page on

- 1 Press MENU, K, [Setting].
- 2 To tell the fax machine it *should* send a cover page before each document you transmit, select "ON" by using the cursor key.

Note: To tell the machine not to send a cover page, select "OFF" and press [Enter].
- 3 Press [Enter] to save the setting.

K. Cover Page

Use cursor to select
ON or OFF.

ON
OFF

Enter

Now the cover page feature is working but your message line (shown in the example as "We appreciate your business. Thank you!") is blank. To enter that message, see "Entering the cover page message," below.

Entering the cover page message

- 1 Press MENU, K, [Enter].
- 2 Use the one-touch keypad to enter a message for the cover page. Enter the message the same way you entered your fax name during EasyStart. The message can be up to 40 characters in length.

K. Cover Page

Cover Page Upper case

—

Chara. Clear Enter

Note: If you want to erase characters, press [Clear] to erase to the left. If you want to change just one character in the number, move the cursor by using cursor key, and press [Clear] to erase it. Then re-enter the number correctly. Then re-enter the message correctly.

- 3 When the message appears as you want it, press [Enter] to save it.

Printing the cover page

To confirm that the cover page is set correctly, print a sample cover page from your fax machine. Press MENU, K, [List].

Numbering pages

Just before sending a fax, you can set your fax machine to number each page. This will help the person receiving the fax to keep track of all the pages.

To set up page numbering:

- 1 Count the number of pages in your document.
- 2 Set your document in ADF or FBS glass.
- 3 Adjust the resolution and contrast, if necessary.
- 4 Press NEXT until [#OfPages] is appeared.
- 5 Press [#OfPages].
- 6 Use the numeric keypad to enter the number of pages in your document.
- 7 Press [Enter].

Number of Pages

Enter num. of pages. (1-50)

1

Clear Enter

From here, continue sending the document using whatever type of transmission you need (broadcast, group dial, etc.). When the remote fax machine prints the document, a note on the right side of your TTI will indicate the number of the page — such as "P.02" for page two.

Polling

Polling allows someone to fax a document to you *without* having to make the call or pay for it. There are several kinds of polling:

- Regular polling — Your fax retrieves a document from a remote fax machine.
- F-Code polling — Your fax retrieves a document stored as a file in the remote fax machine. To do this, you must be communicating with another F-code-compatible fax machine. For more information on F-Code polling, see “F-Code communication,” pages 2.35–2.36.
- Continuous polling — Your fax continuously retrieves a document from any remote fax machine at a designated time. For example, a hospital pharmacy can use this to check on orders waiting in fax machines throughout the hospital.

For polling to work, the remote machine must also be set up to *be polled*. See the remote machine’s operating instructions, if necessary.

Regular polling

To set up your machine for regular polling:

- 1 Make sure the document is inserted in the *remote* fax machine.

- 2 Press **MENU** and select “**Polling**” then press **[Enter]**. The LCD shows (see right):

Polling
Enter fax number.
Group Clear Broadcas

- 3 Enter the remote fax machine’s number by either pressing a one-touch key, entering a speed-dial number or using the numeric keypad.

- 4 To perform the regular polling *now*, skip to step 8.
To perform *delayed* regular polling, go on to step 5.

- 5 Press **MENU** and select “**Delayed Tx**” then press **[Enter]**. The LCD shows (see right):

Delayed Tx
Enter Trnsmit Time
04/14:20
Clear Enter

- 6 Use the numeric keypad to enter the date and time (use the *24-hour format*) when your machine should perform the delayed regular polling.

- 7 Press **[Enter]**.

- 8 Press **START**.

When your machine polls for documents, it dials the number and, upon making contact with the other machine, begins receiving the document as if the other machine had placed the call.

Continuous polling

To set up your machine for continuous polling:

- 1 Press **MENU**, select “**Cont Polling**” and then press **[Enter]**.

- 2 The LCD shows the current time:
Use the numeric keypad to enter the time your machine should *begin* the continuous polling. (Use the *24-hour format*.)

Cont Polling
Enter start time.
04:20
Enter

- 3 When the start time is set, press **[Enter]** to save it.

- 4 Use the numeric keypad to enter the time when your machine should *finish* the continuous polling. (Use the *24-hour format*.)

Note: If you set the end time *earlier* than the start time, the polling operation will continue until the selected end time *tomorrow*.

Cont Polling
Enter end time.
08:30
Enter

- 5 When the end time is set, press **[Enter]** to save it.

- 6 Enter the remote fax machine’s number by either pressing a one-touch key, entering a speed-dial number or using the numeric keypad.

If you are entering only one number for continuous polling, skip to step 8.
To add additional fax numbers for this operation, go on to step 7.

Cont Polling
Enter fax number.
PBX Clear Broadcas

- 7 To add additional fax numbers, press **[Broadcas]** between each one to insert a *comma* then enter the number as in step 2. You can specify up to 30 numbers (and/or call groups) for continuous polling.

Important: Do **not** insert a comma after the last fax number.

Note: If you enter characters by mistake, press **[Clear]** to erase them. Or press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.

8 Press **[Enter]** to save the number.

9 Press **START**.

When your machine polls for documents, it dials each number and, upon making contact with the other machine, begins receiving the document as if the other machine had placed the call. It will continue the process throughout the time period you selected in steps 2–5.

Note: When you want to end a continuous polling operation, you must delete it using the Review Commands feature (see page 2.11).

Being polled

Not only can you poll, but you can also *be* polled. To set up a document for regular polling:

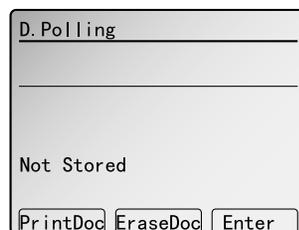
1 If your machine is set for Tel Ready reception, change the reception mode to other mode. Your machine **can't** be polled if it's in Tel Ready mode.

2 Insert the document.

3 Adjust resolution and contrast if necessary. (Your fax machine will be transmitting to the machine doing the polling.)

4 Press **MENU, D, [Enter], [StoreDoc]**.
Your fax will scan the document into memory and return to standby mode.

Once the remote fax machine polls the document you stored, your fax machine automatically erases the document from memory.



Printing a stored polling document

To print a document you've stored for regular polling *without erasing it*, press **MENU, D, [Enter], [PrintDoc]**.

Erasing a stored polling document

To erase a document you've stored for regular polling from your machine's memory, press **MENU, D, [Enter], [EraseDoc], [EraseDoc]**.

Limiting polling access to your fax machine

Your machine's *closed network* setting (see page 2.48) works for polling, also. If a calling fax doesn't "present" the proper passcode, it cannot poll from your fax.

Note: If you're using the Block Junk Fax feature (see pages 2.48–2.49), even incoming calls which meet the passcode test must come from phone numbers you've approved.

Transferring documents (Fax Forwarding)

This feature tells your fax machine to receive documents and then transfer them automatically to another fax machine. You can set the time period for which the fax machine will continue this process.

Note: Fax forwarding will not transfer these types of received documents:

- SecureMail reception
- Polling reception
- Relay broadcast reception
- F-Code reception

Create the transfer pattern

Note: You can create up to *five* transfer patterns.

To set up transfer pattern:

1 Press **MENU, P, [Enter]**.

2 If you set up a transfer pattern at your first time, skip to step 4.
If you have already set up any transfer pattern, proceed to step 3.

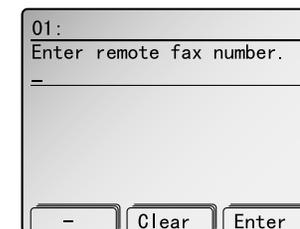
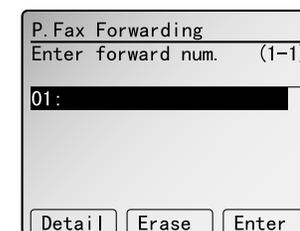
3 Select the number you want to set up or change.

4 Press **[Enter]**. The LCD shows (see right):

5 Enter the fax number for the remote fax to which you want documents to be transferred. Use either a one-touch number, a speed-dial number, a call group or regular number dialed from the numeric keypad.

If you are entering only one number for transferring, skip to step 7.

To add any additional fax numbers for this operation, proceed to step 6.



6 To add more fax numbers, press **[Broadcas]** between each one to insert a comma, then enter the number as described in step 3. If **[Broadcas]** is not appeared on the LCD, press **NEXT** until it appears. You can specify up to 301 numbers for transferring.

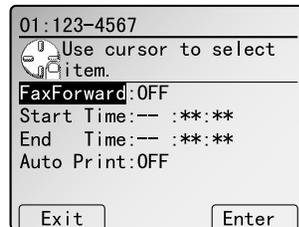
Note: You can enter only 1 location by using numeric keypad.

Note: If you enter characters by mistake, press **[Clear]** to clear them. If you want to erase an existing entry numbers, press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.

7 Press **[Enter]** to save the setting. The LCD will show:

8 Select **“Fax Forward”** and then press **[Enter]**.

9 Select **“ON”** or **“OFF”** then press **[Enter]** to save the setting.



10 Select **“Start Time”** and then press **[Enter]**.

11 Enter the day and time. The machine asks time period that the machine will transfer documents.

How to enter the day and time:

- To enter the day, press **[Day]**.
- To enter the time, using numeric keypad.
- If you do not wish to set up the day and time, enter **[Clear]**.

Note: If you want to change just one character in the number, move the cursor by using cursor key, and press **[Clear]** to erase it. Then re-enter the number correctly. Then re-enter the message correctly.

Note: To change only one digit, move the cursor by using the cursor key to that digit. Then, enter the correct digit.

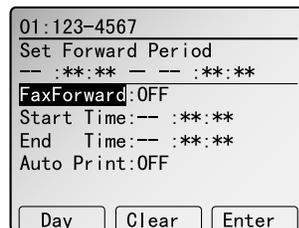
12 Press **[Enter]** to save the setting.

13 Select **“Auto Print”** and then press **[Enter]**.

Automatic printing determines whether the machine will print a document automatically upon receiving it:

On: A copy of every document received and transferred is printed at your machine.

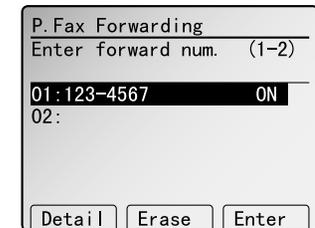
Off: Received and transferred documents are not printed at your machine.



Note: If the security reception (pages 2.44–2.45) is activating, the machine dose not print received document regardless of this setting.

14 Press **[Exit]** to save the setting. The LCD shows forwarding number and setting On or Off you've entered.

15 To finish, press **RESET**.



Printing a list of your transfer patterns

You can easily print a list of your transfer patterns. The list includes each pattern's identifier number, remote fax's number where you want documents to be transferred, On/Off setting, time period and Auto print setting.

To print the list, press **MENU, P, [List]**.

OneLine + distinctive ring detection

Many phone companies now offer their customers a special service which makes it possible for one phone line to do the work of two.

With this service, you physically still have one phone line, but, electronically, you have two phone *numbers*. Your phone recognizes these different numbers and rings differently for each one.

For example, this makes it easy for you to have both a business number and a home number on one phone line, so you can answer one with “Jane Doe Consulting,” and the other with “Hello.” This works because you can tell the difference between the distinctive *patterns* of the two rings.

Your fax machine is also smart enough to tell the difference between two different numbers that are ringing it. All you have to do is set up your machine for the *OneLine + distinctive ring detection (DRD) feature*.

In order to use OneLine + DRD, your phone company must set up your distinctive ring service. When it does, it will assign a *ring pattern*. For example, the standard telephone ring is 2 seconds “on” (ringing) and 4 seconds “off” (silent), after which it repeats itself.

Your fax has eight possible distinctive ring patterns for use with OneLine + DRD. One of them should work with your phone company’s DRD service. This chart lists the patterns:

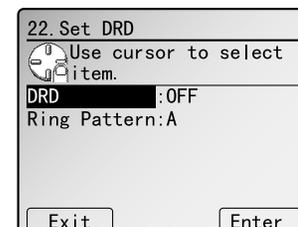
Pattern	One complete ring pattern (seconds)
A	0.8 on, 0.4 off, 0.8 on, 4.0 off
B	0.4 on, 0.2 off, 0.4 on, 0.2 off, 0.8 on, 4.0 off
C	0.3 on, 0.2 off, 1.0 on, 0.2 off, 0.3 on, 4.0 off
D	1.0 on, 0.5 off, 1.0 on, 3.5 off
E	0.5 on, 0.5 off, 0.5 on, 0.5 off, 1.0 on, 3.0 off
F	0.5 on, 0.5 off, 1.0 on, 0.5 off, 0.5 on, 3.0 off
G	0.4 on, 0.6 off, 0.4 on, 4.6 off
H	1.5 on, 0.5 off, 0.5 on, 3.5 off

For example: pattern C is 0.3 seconds ringing, 0.2 seconds silent, 1 second ringing, 0.2 seconds silent, 0.3 seconds ringing and 4 seconds silent. Then it goes back to the first 0.3-second ring and starts over.

To use DRD on your fax machine:

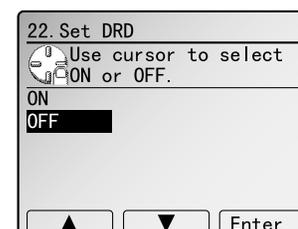
1 Contact your phone company to make sure it has set up DRD service for you. If possible, also find out which distinctive ring pattern the phone company has assigned you.

2 Press MENU, J, 2, 2, [Enter]. The LCD shows:



3 Select “DRD”, then press [Enter].

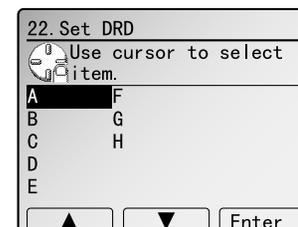
4 Select “ON” or “OFF” using the cursor key and then press [Enter].



5 Select the “Ring Pattern” and then press [Enter].

6 Select the ring pattern you want.

7 Press [Enter] to set your machine to the selected ring pattern.



Important: If your telephone company gives you only very general ring pattern specifications, *or* if you encounter a problem while using your machine’s DRD feature, **please try ALL of the listed ring patterns.** If you still have a problem after trying **all** of the patterns, please call the Muratec Customer Support Center. (From the United States, call 972-364-3350. For the number to call from Canada, check the documentation found inside your fax machine’s box).

Important: With your machine set for using DRD, it won’t respond to any ring pattern other than the one you selected above. To reset the fax so it will respond once again to normal rings, repeat steps 2–4, above — *except*, in step 4, toggle it to “Off.” Your fax will now respond normally.

Call request

You can send or receive a fax message *and* have a regular phone conversation *on the same call* (although, not at the same time). This is called a *call request*. It doesn't matter whether you're sending the fax or receiving it. You may fax first and then talk, or talk first and then fax.

Important: For this feature to work, the remote fax machine must have a similar call-request capability. Your machine must also have an optional handset attached.

Note: Communicating this way disables "V.34" mode, causing the fax machine to handle the call in normal ITU-T Group 3 fashion. See page A1.1 for more information.

Faxing/receiving first, then talking

To send or receive a fax first and then talk:

- 1 While your fax machine is sending or receiving the fax, press **MONITOR/CALL**.
- 2 At the remote fax machine, the ringer will sound after that machine receives each page.
- 3 If someone answers at the remote fax machine, your fax machine will ring several times. If so, pick up the optional 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 When you've finished your phone conversation, *don't hang up*.
- 2 Insert the document you want to fax.
- 3 Adjust the resolution and contrast if necessary.
- 4 Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up **your** handset yet!*
- 5 When you hear fax tones, press **START** and hang up your fax machine's optional handset. Your fax machine will send the document.

Talking first, then *receiving* a fax

To talk first and then receive a fax:

- 1 When you've finished your phone conversation, *don't hang up*.

- 2 Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up your handset yet!*
- 3 When you hear fax tones, press **START** and hang up your machine's optional handset. Your machine will receive the document and print it out.

Responding to a call request

If someone requests a call *from* you during a fax communication, you'll hear a long ring after the receiving machine has received each page. To answer the call request:

- 1 Lift your machine's optional handset, and listen for a few seconds. You may hear a brief series of fax tones.
- 2 Shortly, the line will open and the person at the other end of the line will answer. You and the other person now can have a normal phone conversation.

The power of QuadAccess®

Your fax machine's *QuadAccess* feature sharply reduces the time you might spend waiting for the machine to finish its work. QuadAccess is a more powerful version of what already is a pretty powerful feature, called *dual access*. While a fax with normal dual access allows you to do two things at once, QuadAccess allows you to do *four* operations at once. *For example*, even if the machine is (1) printing a copy, (2) transmitting from memory and (3) scanning documents for a different memory transmission, you can still (4) program the machine.

F-Code communication

F-Code: an introduction

The ITU-T, the United Nations agency that standardizes international telecommunications, has created a fax industry standard for using sub-addressing and password-based communication. One name for this standard is F-Code, and that's what we'll call it in these instructions and on your machine's display.

How sub-addressing works

To help understand sub-addressing, think about how someone in a large company receives mail. For example, mail for the Accounting department is first delivered to the company's main mailroom. Then the mailroom routes the mail to Accounting.

That's the idea behind sub-addressing. Your fax and another F-Code-compatible fax exchange special signals to indicate just where the fax really should go. It's as if the sending fax is saying, "Deliver this to room 48," and the receiving fax does just that.

Your machine has up to 50 mailboxes for these special deliveries. When someone sends an F-Code fax to you, your machine receives it into one of those 50 mailboxes — whichever box the sender chooses.

Sending F-Code securely

For greater security, you can set up a password with each F-Code sub-address, which lets you use secure transmission, polling and relay broadcasting when communicating with any other F-Code compatible fax machine.

Guidelines for using F-Code

- (1) To use ITU-T sub-addressing, you must create F-Code boxes in your machine
- (2) Your machine holds up to 50 of these boxes
- (3) Your machine stores up to 30 documents into each F-Code box (each document can include one or more pages)

Creating or modifying an F-Code box

Choosing the F-Code box type

Before you set up an F-Code box, first decide how your callers will use it — as a bulletin box, a security box or a relay box.

- **Bulletin box** — Stores documents that people in remote locations retrieve by *polling* the box. For example, your sales branches could call in at any time to get a printout of your latest prices that you've stored in a bulletin box. A bulletin box stores both scanned and retrieved documents, and it holds its contents indefinitely (as long as the unit has AC power).
- **Security box** — Receives and stores F-Code secure communications.
- **Relay box** — Receives documents, then relays them to other machines. The machine that relays the document is called a "hub". Your fax machine can either *send* to a hub or it can *be* a hub.

4 elements of an F-Code box

Each F-Code box has the following four elements:

- (1) F-Code box number (*01-50*)
- (2) F-Code box name (up to 16 characters)
- (3) F-Code sub-address (up to 20 characters - can include numbers and the * and # characters only)
- (4) I.D. Code (4 digits)

You will choose the information for each of these elements, and enter it into your machine. The following steps will walk you through entering and changing that information.

To create or modify an F-Code box:

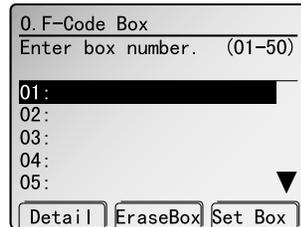
1 Keep pen and paper with you as you follow these steps. As you decide on a sub-address and enter it into your machine, write it down. Remember to: **(1)** write down which box goes with which sub-address, **(2)** write down any passwords or I.D. codes you enter, **(3)** keep these printed records in a safe place.

2 Press **MENU**, **0** [the letter *O*, not a zero], **[Enter]**. The LCD shows the F-Code box list.

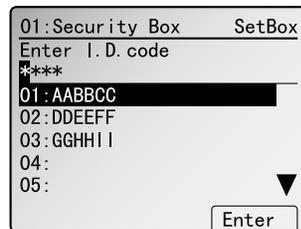
3 Select the F-Code box you want to create or modify using the cursor key.

Note: You can select the F-Code box by directly entering that two-digit identifier number (01-50).

Note: You can press **[Detail]** to see the number which has been programmed in that speed-dial number.



4 Press **[BoxSet]**. What you do next depends on whether you're creating or modifying the F-Code box: If creating — skip to step 6. If modifying — the LCD asks you to enter the proper I.D. code. The LCD shows (see right):



5 Use the numeric keypad to enter the 4-digit I.D. code (not the ITU-T sub-address and not the ITU-T password) and then press **[Enter]**.

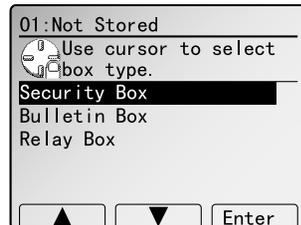
- If you modifying the *Security box*, go to step 7.
- If you modifying the *Bulletin box*, skip to step 16.
- If you modifying the *Relay box*, skip to step 28.

Note: You cannot change the *type* of an existing F-Code box. If you're modifying an existing F-Code box and want to change the box *type*, you first must erase the old box, then create a new one.

6 The fax machine is asking which box type you want to assign to this box — *bulletin*, *security* or *relay*.

Select desired box type using the cursor key and then press **[Enter]**.

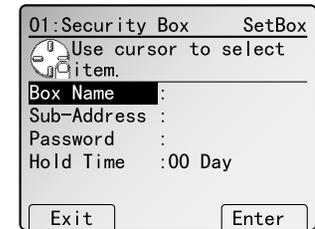
- If you chose *Security*, go to step 7.
- If you chose *Bulletin*, skip to step 16.
- If you chose *Relay*, skip to step 28.



If you chose *Security*:

7 The security box has the following settings:

- **Box Name** – You can enter the name for this F-Code box.
- **ITU-T sub-address** – This is the numerical identifier you must enter in order to communicate with any remote F-Code compatible fax.
- **ITU-T password** – This is the password for ITU-T-compatible F-Code fax transactions. You don't need to have a password for the F-Code box. However, using a password will make your F-Code communication much more secure.
- **Hold time** – This setting is how long you want to keep a document stored in your machine's F-Code box.
- **I.D. code for this F-Code box** – This is the four-digit I.D. code for the box's security, which you use to **(1)** print a document any remote F-Code-compatible fax sends to this F-Code box or **(2)** you enter before you can make any changes to this F-Code box. (See step 12.)



8 To enter the *Box name*:

Select **"Box Name"** using the cursor key, and then press **[Enter]**.

Then, enter the name the same way you entered your fax name during EasyStart. An F-Code box's name can be up to 16 characters in length.

Note: To erase characters, press **[Clear]** to erase to the left. To change just one character in the name, move the cursor to that character and then press **[Clear]** to erase it. Then re-enter the name correctly.

Press **[Enter]** to save the box's name and continue.

9 To enter the *ITU-T sub-address*:

Select **"Sub-Address"** using the cursor key, and then press **[Enter]**.

Then, use the numeric keypad to enter this box's ITU-T sub-address to identify this F-Code box.

The sub-address can be up to 20 characters in length and include any combination of numbers and the * and # characters (but no other non-numeric characters).

Note: No other F-Code box in this machine can have the same sub-address as the one you enter here.

Note: To erase characters, press **[Clear]** to erase to the left.
To change just one character in the name, move the cursor to that character and then press **[Clear]** to erase it. Then re-enter the name correctly.

Press **[Enter]** to save the ITU-T sub-address and continue.

10 To enter the *ITU-T password*:

Select **"Password"** using the cursor key, and then press **[Enter]**.

Then, use the numeric keypad to enter this box's ITU-T-compatible password. This password can be up to 20 characters in length and include any combination of numbers and the * and # characters (but no other non-numerical characters).

Note: To erase characters, press **[Clear]** to erase to the left.
To change just one character in the name, move the cursor to that character and then press **[Clear]** to erase it. Then re-enter the name correctly.

Press **[Enter]** to save the ITU-T password and continue.

11 To enter the *Hold time*:

Select **"Hold Time"** using the cursor key, and then press **[Enter]**.

Then, use the numeric keypad to enter a two-digit number indicating how many days (00-31), you want your fax machine to keep received documents in this F-Code box.

Note: Your fax machine can store incoming documents in F-Code boxes (up to 30 documents) as long as 31 days, after which it automatically erases the documents. But if your machine has plenty of memory, you may want to override the 31-day limit in order to keep the documents indefinitely. If so, enter *00*. If you choose this, you will have to delete documents manually. (You may want to contact your authorized Muratec dealer regarding optional memory expansion.)

Press **[Enter]** to save the sub-address and continue.

12 Press **[Exit]**.

The machine asks for your F-Code box's four-digit security I.D. code. This is the I.D. code for the box's security, which you use to **(1)** print a document any remote F-Code-compatible fax sends to this F-Code box or **(2)** you enter before you can make any changes to this F-Code box.

```

01: Security Box      SetBox
Enter I.D. code
0000
Box Name      : AABBCC
Sub-Address   : 12345678
Password      :
Hold Time     : :00 Day
Enter
  
```

13 Decide on a four-digit I.D. code (*0001-9999*) for this F-Code box. **Write it down**, and put it in a safe place.

Important: Do not use *0000* as an I.D. code.

14 Use the numeric keypad to enter the four-digit I.D. code for this F-Code box.

Important: After completing this step, you must know this code to print documents sent to this F-Code box. Be sure to write it down.

15 Press **ENTER** to save the F-Code box information.

To create or modify another F-Code box, go back to step 3.
To finish, press **RESET**.

If you chose Bulletin:

16 The bulletin box has the following settings:

- **Box Name** – Same as in step 7.
- **ITU-T sub-address** – Same as in step 7.
- **ITU-T password** – Same as in step 7.
- **Rx Protect** — *Reception protection* (“Rx Protect” on the LCD) tells this box if it’s okay to receive documents from remote locations. Callers can then poll these documents.
- **Auto Print** — *Automatic printing of received documents* (“Auto Print”) tells the fax machine if it should print a document automatically upon receiving it into this box.
- **Overwrite Doc** — *Overwriting documents* (“Overwrite Doc.”) tells your machine if it should overwrite (erase) existing documents when it receives a new one.
- **Erase Tx Doc** — *Erasure of transmitted documents* (“Erase Tx Doc.”) tells your machine if it should erase a document from the box after a caller retrieves (polls) the document.
- **I.D. code for this F-Code box** – This is the four-digit I.D. code for the box’s security, which you use to **(1)** print a document any remote F-Code-compatible fax sends to this F-Code box or **(2)** you enter before you can make any changes to this F-Code box. (See step 24.)

```

01: Bulletin Box      SetBox
Select item by cursor
key.
Box Name      :
Sub-Address   :
Password      :
Rx Protect    : OFF
Auto Print    : OFF
Exit          Enter
  
```

```

01: Bulletin Box      SetBox
Select item by cursor
key.
Overwrite Doc : OFF
Erase Tx Doc  : OFF
Exit          Enter
  
```

17 To enter the *Box name*:

This is same procedure in step 8. Please refer to step 8.

- 18** To enter the *ITU-T sub-address*.
This is same procedure in step 9. Please refer to step 9.
- 19** To enter the *ITU-T password*.
This is same procedure in step 10. Please refer to step 10.
- 20** To set the *Rx Protect*.
Select **“Rx Protect”** using the cursor key, and then press **[Enter]**.
Then, select desired setting “On” or “Off”.
On: Do not open this box to receive documents from callers.
Off: Open this box to receive documents from callers.
Press **[Enter]** to save the box’s name and continue.
- 21** To set the *Auto Print*.
Note: This setting is available only when the reception protection (*Rx protect*) setting is set to *off* (see step 20).
Select **“Auto Print”** using the cursor key, and then press **[Enter]**.
Then, select desired setting “On” or “Off”.
On: Print the document automatically when the box receives it.
Off: Print the document manually, when you want to print it.
Press **[Enter]** to save the box’s name and continue.
- 22** To set the *Overwrite Doc*.
Note: This setting is available only when the reception protection (*Rx protect*) setting is set to *off* (see step 20).
Select **“Overwrite Doc”** using the cursor key, and then press **[Enter]**.
Then, select desired setting “On” or “Off”.
On: When your machine receives a new document into this box, it will erase any documents currently stored in it.
Off: When your machine receives a new document into this box, it *will not* erase the documents stored in it. Your machine can store up to 30 *documents* (each document can include one or more pages) in each box.
Press **[Enter]** to save the box’s name and continue.

- 23** To set the *Erase Tx Doc*.
Select **“Erase Tx Doc”** using the cursor key, and then press **[Enter]**.
Then, select desired setting “On” or “Off”.
On: Your machine erases the document from the box as soon as it sends it. If you choose “On”, this box can be polled only once per document.
Off: Your machine does not erase a document from the box when it’s polled. As long as your machine holds AC power and you do not erase the document from the box, the document is available indefinitely for polling.

- 24** Press **[Exit]**.
The machine asks for your F-Code box’s four-digit security I.D. code. This is the I.D. code for the box’s security, which you use to **(1)** print a document any remote F-Code-compatible fax sends to this F-Code box or **(2)** you enter before you can make any changes to this F-Code box.

```
01:Bulletin Box      SetBox
Enter I.D. code
0000
Box Name           : AABBC
Sub-Address        : 12345678
Password           :
Px Protect         : OFF
Auto Print         : ON
Enter
```

- 25** Decide on a four-digit I.D. code (*0001-9999*) for this F-Code box.
Write it down, and put it in a safe place.
Important: Do not use *0000* as an I.D. code.
- 26** Use the numeric keypad to enter the four-digit I.D. code for this F-Code box.
Important: After completing this step, you must know this code to access this F-Code box. Be sure to write it down.
- 27** Press **ENTER** to save the F-Code box information.
To create or modify another F-Code box, go back to step 3.
To finish, press **RESET**.

If you chose Relay:

28 The bulletin box has the following settings:

- **Box Name** – Same as in step 7.
- **ITU-T sub-address** – Same as in step 7.
- **ITU-T password** – Same as in step 7.
- **Location** – You must enter the fax number of the remote unit. When your machine received document into the relay box, it dials to this number to relay the received document.
- **TTI Type** – You can select the type of TTI you want to appear on the faxes that are relayed to other callers.
- **Auto Print** – You can set your machine to print the received document received into the relay box.
- **I.D. code for this F-Code box** – This is the four-digit I.D. code for the box's security, which you use to enter before you can make any changes to this F-Code box. (See step 35.)

01:Relay Box SetBox
 Select item by cursor key.
 Box Name :
 Sub-Address :
 Password :
 Location :
 TTI Type :Sender ▼
 Exit Enter

01:Relay Box SetBox
 Select item by cursor key.
 Auto Print :OFF ▲
 Exit Enter

29 To enter the *Box name*:

This is same procedure in step 8. Please refer to step 8.

30 To enter the *ITU-T sub-address*:

This is same procedure in step 9. Please refer to step 9.

31 To enter the *ITU-T password*:

This is same procedure in step 10. Please refer to step 10.

32 To enter the *Location*:

Select "**Location**" using the cursor key, and then press **[Enter]**.

Then, enter the fax number using a one-touch key, a speed-dial number or a call group number. You cannot use the numeric keypad to enter these numbers.

To add each fax number, press **[Broadcas]** between each one to insert a *comma*, then enter the number. You can specify up to 300 numbers for a remote unit.

Press **[Enter]** to save the box's name and continue.

01:Relay Box SetBox
 Enter remote fax number.
 =
 Group Clear Enter

33 To set the *TTI Type*:

Select "**TTI Type**" using the cursor key, and then press **[Enter]**.

Then, select the type of TTI you want to appear on the faxes that are relayed to other callers.

- **Sender** — Relay the document with hub unit's TTI (*don't send your TTI*).
- **Both** — Relay the document with both the hub unit's TTI and your TTI.
- **Yours** — Relay the document with your TTI instead of the hub unit's.

Press **[Enter]** to save the box's name and continue.

01:Relay Box SetBox
 Use cursor to select TTI.
 Sender
 Both
 Yours
 Enter

34 To set the *Auto Print*:

Select "**Auto Print**" using the cursor key, and then press **[Enter]**.

Then, select desired setting "On" or "Off".

On: Print the document automatically when it's received.

Off: The machine does not print it, but only relays it to the other machine.

Press **[Enter]** to save the box's name and continue.

35 Press **[Exit]**.

The machine asks for your F-Code box's four-digit security I.D. code. This is the I.D. code for the box's security, which you use to enter before you can make any changes to this F-Code box.

01:Relay Box SetBox
 Enter I. D. code
 0000
 Box Name :AABBCC
 Sub-Address :12345678
 Password :
 Location :01, S001
 TTI Type :Sender ▼
 Enter

36 Decide on a four-digit I.D. code (*0001-9999*) for this F-Code box.

Write it down, and put it in a safe place.

Important: Do not use *0000* as an I.D. code.

37 Use the numeric keypad to enter the four-digit I.D. code for this F-Code box.

Important: After completing this step, you must know this code to access this F-Code box. Be sure to write it down.

38 Press **ENTER** to save the F-Code box information.

To create or modify another F-Code box, go back to step 3. To finish, press **RESET**.

Printing a list of F-Code boxes

The list of F-Code boxes includes:

- (1) Each box's identifier number
- (2) Box name (if any)
- (3) Sub-address
- (4) Password
- (5) Box type
- (6) Each box's settings

To print a list of your F-Code boxes, press **MENU**, **0** [the letter *O*, not a zero], **[BoxList]**.

Printing a list of documents stored in your F-Code boxes

The list of documents stored in your machine's F-Code boxes includes:

- (1) Each box's identifier number
- (2) Box name (if any)
- (3) Box type
- (4) Each file number (or document number) that is stored

To print a list of documents stored in F-Code boxes, press **MENU**, **0** [the letter *O*, not a zero], **[Doc.List]**.

Using a security box

Printing a document you receive

When your fax machine receives a document via ITU-T sub-addressing to an F-Code security box, your machine prints a message to let you know.

The message lists:

- (1) the F-Code box number that received the document
- (2) the Box name
- (3) the remote machine's TTI (if any)
- (4) the file numbers stored in the F-Code box.

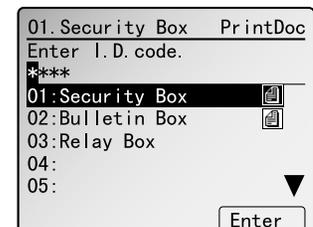
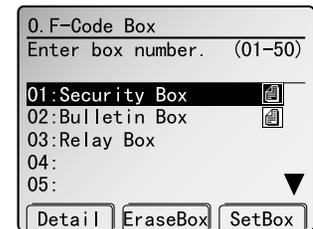
You then have a certain number of days (see step 11 on page 2.29) in which to print out the document before your machine automatically erases it.

Note: For this operation to work, two things must be true:

- You must know the F-Code security box's two-digit number.
- You must know the F-Code security box's four-digit I.D. code.

To print a received message:

- 1** Press **MENU**, **0** [the letter *O*, not a zero], **[Enter]**. The LCD shows F-Code list.
- 2** Select the F-Code security box that holds the documents you want to print.
Note: If the F-Code security box is storing any documents, the  symbol is appeared on the LCD.
- 3** Press **NEXT**, **[PrintDoc]**.
The machine prompts you to enter I.D. code.
- 4** Use the numeric keypad to enter your F-Code box's four-digit I.D. code.
- 5** Press **[Enter]**.
If you've entered the correct I.D. code, your fax machine prints all documents in the F-Code security box and then erases them.



Using a bulletin box

Storing a document

Your fax machine can store up to 30 *documents* in each bulletin box.

Note: For this operation to work, two things must be true:

- The bulletin box must exist on your fax machine.
- You must know the bulletin box's two-digit number (01-50) and four-digit I.D. code. (See "Creating or Modifying an F-Code box," pages 2.27-2.31, if necessary.)

To store a document in a bulletin box for polling.

1 Place the document and make any necessary adjustments.

2 Press MENU, **0** [the letter *O*, *not* a zero], **[Enter]**. The LCD shows the F-Code list.

3 Select the F-Code bulletin box where you want to store the document.

4 Press NEXT, **[StoreDoc]**. The machine prompts you to enter I.D. code.

5 Use the numeric keypad to enter the four-digit I.D. code

6 Press **[Enter]**.

If you've entered the correct I.D. code, the display shows (see right):

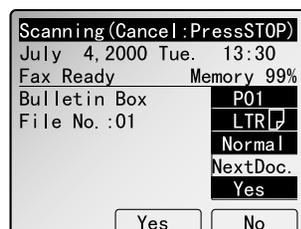
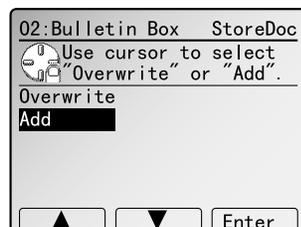
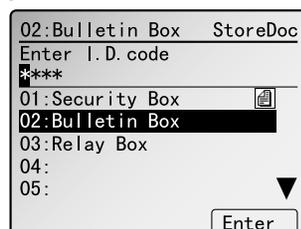
Select "**Overwrite**" or "**Add**".

Overwrite: Your bulletin box erases the currently stored document when a new document is stored in it

Add: Your bulletin box keeps both the currently stored document and the new document, up to 30 documents in each box.

7 Press **[Enter]** to save the setting. Your machine starts scanning the document into the selected bulletin box:

Note: The file number (shown above as *1*) tells you how many documents are in this bulletin box. Your machine numbers files *1-30*. You need to know the file's number to erase or print it.



Printing a document stored in a bulletin box

You can print a document stored in your machine's F-Code bulletin boxes without erasing the document from memory.

To print a stored document:

1 Press MENU, **0** [the letter *O*, *not* a zero], **[Enter]**. The LCD shows the F-Code list.

2 Select the F-Code bulletin box where you want to store the document.

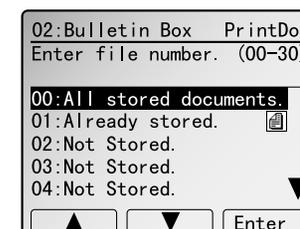
3 Press NEXT, **[PrintDoc]**. The machine prompts you to enter I.D. code.

4 Use the numeric keypad to enter the four-digit I.D. code

5 Press **[Enter]**. If you've entered the correct I.D. code, the display shows (see right):

6 Select the file number (01-30) of the document you want to print. If you want to print the all documents in this bulletin box, select file number "00".

7 Press **[Enter]**. Your fax machine prints the chosen document(s), then returns to standby mode.



Erasing a document stored in a bulletin box

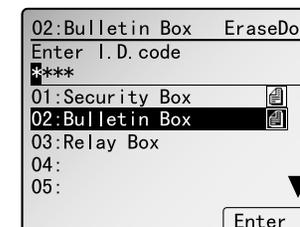
To erase a stored document:

1 Press MENU, **0** [the letter *O*, *not* a zero], **[Enter]**. The LCD shows the F-Code list.

2 Select the F-Code box where you want to store the document.

3 Press NEXT, **[EraseDoc]**. The machine prompts you to enter I.D. code.

4 Use the numeric keypad to enter the four-digit I.D. code, and then press **[Enter]**. If you've entered the correct I.D. code, the display shows (see right):



- 5 Select the file number (01-30) of the document you want to erase. If you want to erase the all documents in this bulletin box, select file number "00".

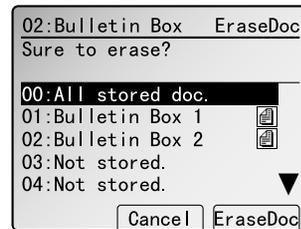
- 6 Press **[Enter]**.
The LCD shows (see right):

Important: If you want to quit without erasing the document you've selected, press **[Cancel]**. The fax will return to step 2.

- 7 Press **[Erase]** to erase the document(s) and the machine will return to step 2.

If you want to erase other document, repeat steps 2-7.

To return to the standby mode, press **RESET**.



Using a relay box

Once your fax machine receives a document via ITU-T sub-addressing to one of its F-Code relay boxes, it sends it to the other fax machines that you've set up on your relay box. (See "Creating or Modifying an F-Code box", page 2.27-2.31.)

If you set the Auto print mode to *on* when you created the relay box, your machine will *print* the received document, then relay it to the other machine. Otherwise, your machine will *only relay* it to the other machines, not print it. See "If you chose Relay," pages 2.28-2.29 for more details on this setting.

Also, you can send (*relay broadcast initiation*) the document to another hub machine's F-Code box and get that machine to relay it to others. See "F-Code transmission" on page 2.35 for more detail.

The hub performs a *relay broadcast*, and the machine which sends the original document to the hub has performed a *relay broadcast initiation*.

Erasing an empty F-Code box

An F-Code box must be empty in order to erase it. (If you select an F-Code box in these steps which is not empty, the machine beeps. If this happens, print all documents in that box before erasing it.)

To erase an empty F-Code box:

- 1 Press **MENU**, **0** [the letter *O*, not a zero], **[Enter]**.
- 2 Select the F-Code box you want to erase.
- 3 Press **[EraseBox]**. If the F-Code box is empty, the machine prompts you to enter I.D. code.
- 4 Use the numeric keypad to enter your F-Code box's four-digit I.D. code.
- 5 Press **[Enter]**.
The LCD shows (see right):
Note: If you want to quit without erasing the F-Code box you've selected, press **[Cancel]**. The machine will return to step 2.
Note: If you want to quit without erasing *any* F-Code box, press **RESET**. The machine returns to standby mode.
- 6 Press **[Erase]** to erase the document(s) and the machine will return to step 2.
If you want to erase other F-Code box, repeat steps 2-6.
To return to the standby mode, press **RESET**.

F-Code transmission and polling

With F-Code, your machine can send secure transmissions, perform relay broadcast initiations and even poll from other ITU-T-equipped machines, regardless of manufacturer.

You can do this two ways:

- Using the programmable one-touch key (see pages 2.41-2.42)
- Entering the ITU-T sub-address and password directly, which is what we'll describe here.

Note: For F-Code communication to work, three things must be true:

- The remote fax machine must support ITU-T sub-addressing
- The remote fax must have a mailbox with an ITU-T sub-address created on it
- You must know the ITU-T sub-address and password (if any) for the remote machine's mailbox

F-Code transmission

- 1 Place the document and select the resolution and contrast you require.
- 2 If you want to toggle between manual transmission and memory transmission, press **MEMORY TRANSMIT**.
- 3 Press **MENU** and select "**F-Code Tx**".
- 4 Press **[Enter]**.

- 5 Use the numeric keypad to enter the appropriate sub-address in the remote machine.

Note: If you make a mistake, press **[Clear]** to erase the character, then enter the correct number.

- 6 Press **[Enter]**.

- 7 Use the numeric keypad to enter the password.

Note: If this sub-address does not have a password, skip to step 8.

- 8 Press **[Enter]**.

F-Code Tx
Enter sub-address.

SubAddress :
Password :
[Clear] [Enter]

- 9 Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.

Important: Do *not* press **START**, if you want to delay this transmission.

- 10 What you do now depends on when you want the transmission to begin.

- To have it begin *now*, skip to step 13.
- To delay it, go on to step 11.

F-Code Tx
Enter fax number

[Group] [Clear] [Broadcast]

- 11 Press **MENU**, select "**Delayed Tx**" and then press **[Enter]**.

The LCD shows (see right):

- 12 Use the numeric keypad to enter the day and time when the transmission should begin, then press **[Enter]**.

- 13 Press **START**.

Delayed Tx
Enter Transmit Time
04/14:20
[Clear] [Enter]

If in step 10 you chose an immediate transmission, your fax machine begins dialing. If you chose a delayed command, the machine shows "Reserved" on the LCD, indicating that it has stored the command in memory and will complete it later.

F-Code polling

- 1 Press **MENU** and select "**FCodePolling**".

- 2 Press **[Enter]**.

- 3 Use the numeric keypad to enter the appropriate sub-address in the remote machine.

Note: If you make a mistake, press **[Clear]** to erase the character, then enter the correct number.

- 4 Press **[Enter]**.

- 5 Use the numeric keypad to enter the password.

Note: If this sub-address does not have a password, skip to next step.

- 6 Press **[Enter]**.

FCodePolling
Enter sub-address.

SubAddress :
Password :
[Clear] [Enter]

7 Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.

Important: Do *not* press **START**, if you want to delay this transmission.

8 What you do now depends on when you want the transmission to begin.

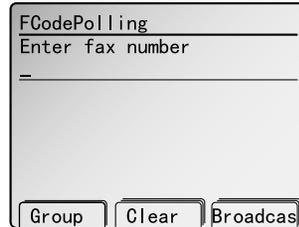
- To have it begin *now*, skip to step 11.
- To delay it, go on to step 9.

9 Press **MENU**, select “**Delayed Tx**” and then press **[Enter]**.

The LCD shows (see right):

10 Use the numeric keypad to enter the day and time when the transmission should begin, then press **[Enter]**.

11 Press **START**.



If in step 8 you chose an immediate transmission, your fax machine begins dialing. If you chose a delayed command, the machine shows “Reserved” on the LCD, indicating that it has stored the command in memory and will complete it later.

Programmable one-touch keys

Using the power of programmable one-touch keys

In order to complete some operations on your machine, you may have to follow several steps and press several different buttons. But programming your machine's *one-touch keys* (79–84) can reduce those many steps to a simple press of a key.

You can “teach” the one-touch keys to carry out any of the following operations:

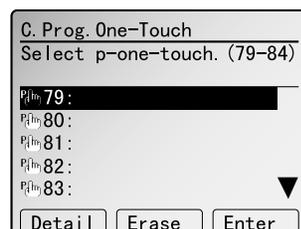
Communications functions:

- Delayed transmission (explained on pages 2.10–2.11)
- Broadcasting (pages 2.9)
- Regular polling (*not* continuous) (page 2.22)
- Batch transmission (pages 2.12–2.14)
- F-Code transmission (page 2.35)
- F-Code polling (pages 2.35–2.36)

Programming a delayed transmission

To program a delayed transmission into a programmable one-touch key:

- 1 Press **MENU, C, [Enter]**.
The LCD shows the programmable one-touch number list.
- 2 Select the programmable one-touch number that you want to program or change.

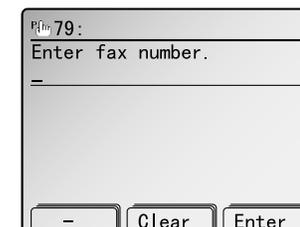


Note: If you're changing a previously stored command:
If your previous command for this key was for a delayed operation and you want to keep this key programmed for a delayed operation, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

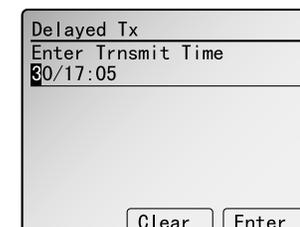
- 3 Press **[Enter]**.

- 4 Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length.

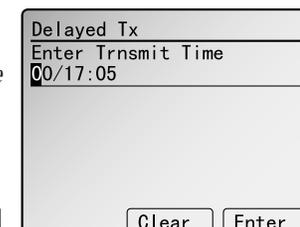


- 5 Press **[Enter]**.
- 6 Select **“Delayed Tx”** and press **[Enter]**.
- 7 Next, tell your fax to carry out this delayed command one of these ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, “Do this at 5:05 PM on the 30th.”) To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.



Option 2: Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”) To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.



- 8 Press **[Enter], [Exit]**.
- 9 The machine will return to step 2.

Note: When the delayed transmission is programmed, the ☺ symbol appeared in the programmable one-touch number list on the LCD.

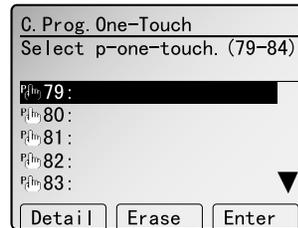
If you want to enter or change *another* key's programming, repeat steps 2-9. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

Programming a broadcast / group

Programming a broadcast is very similar to programming a delayed transmission. But instead of sending to just one phone number, you set up multiple numbers for the transmission.

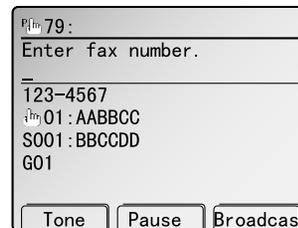
To program a broadcast / group into a programmable one-touch key:

- 1 Press **MENU, c, [Enter]**.
The LCD shows the programmable one-touch number list.
- 2 Select the programmable one-touch number that you want to program or change.



Note: If you're changing a previously stored command:
If your previous command for this key was for a broadcast / group transmission and you want to keep this key programmed for a broadcast / group transmission, use these instructions to make changes.
If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3 Press **[Enter]**.
- 4 Use the numeric keypad to enter up to 330 fax numbers — you can use any combination of call groups, one-touch keys, speed-dial numbers and manually-dialed numbers.
To add more fax numbers, press **[Broadcas]** between each one. If **[Broadcas]** is not appeared on the LCD, press **NEXT** until it appears.



To enter a *speed-dial number*, press **SPEED DIAL/TEL INDEX** and the number's three-digit identifier.

To enter a *call group*, press **[Group]** and the group's identifier number.
If **[Group]** is not appeared on the LCD, press **NEXT** until it appears.

Note: If you enter characters by mistake, press **[Clear]** to erase them. Or press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.

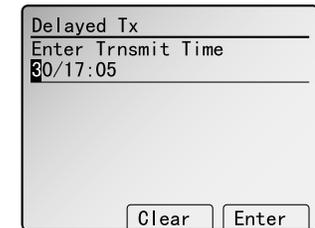
- 5 Press **[Enter]**.

- 6 If you want the broadcast to begin *immediately* every time you press the key, press **[Exit]** and skip to step 9.

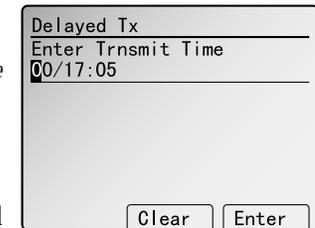
If you want to *delay* the broadcast, select **"Delayed Tx"** and press **[Enter]**.

- 7 Next, tell your fax to carry out this delayed command one of these ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.



Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.



- 8 Press **[Enter], [Exit]**.

- 9 The machine will return to step 2.

Note: When the delayed transmission is programmed, the  symbol is appeared in the programmable one-touch number list on the LCD.

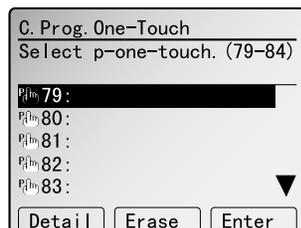
If you want to enter or change *another* key's programming, repeat steps 2-9.
If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

Programming regular polling

Note: You cannot program *continuous* polling into a programmable one-touch key. For more information on continuous polling, see page 2.22.

To program a regular polling operation into a programmable one-touch key:

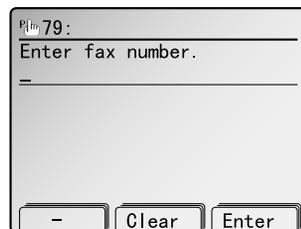
- 1** Press **MENU**, **C**, [**Enter**].
The LCD shows the programmable one-touch number list.
- 2** Select the programmable one-touch number that you want to program or change.



Note: If you're changing a previously stored command:
If your previous command for this key was for a polling transmission and you want to keep this key programmed for a polling transmission, use these instructions to make changes.

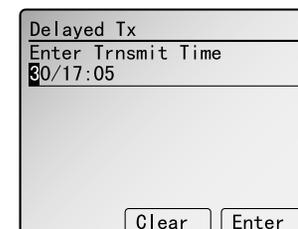
If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3** Press [**Enter**].
- 4** Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length.
- 5** Press [**Enter**].
- 6** Select "**Polling**" and press [**Enter**].
- 7** If you want the polling to begin *immediately* every time you press the key, press [**Exit**] and skip to step 10.
If you want to *delay* the polling, select "**Delayed Tx**" and press [**Enter**].

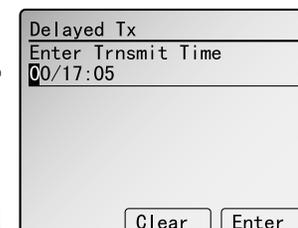


8 Next, tell your fax to carry out this delayed command one of these ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.



Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.



- 9** Press [**Enter**], [**Exit**].
 - 10** The machine will return to step 2.
Note: When the regular polling is programmed, the ☎ symbol is appeared in the programmable one-touch number list on the LCD.
Note: When the delayed transmission is programmed, the ⌚ symbol is appeared in the programmable one-touch number list on the LCD.
- If you want to enter or change *another* key's programming, repeat steps 2-10. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

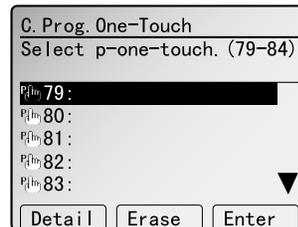
Programming a batch transmission

For this operation to work, two things must be true:

- The batch box you're using must exist on your fax machine.

To program a batch transmission into a programmable one-touch key:

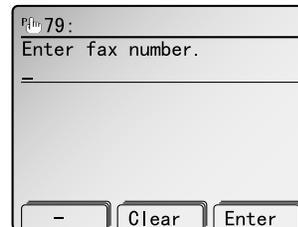
- 1 Press **MENU, c, [Enter]**.
The LCD shows the programmable one-touch number list.
- 2 Select the programmable one-touch number that you want to program or change.



Note: If you're changing a previously stored command:
If your previous command for this key was for a batch transmission and you want to keep this key programmed for a batch transmission, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

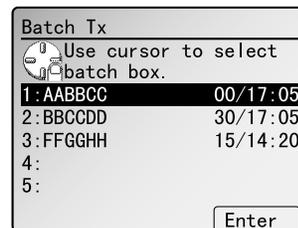
- 3 Press **[Enter]**.
- 4 **Do not** enter any numbers and characters here.
- 5 Press **[Enter]**.



- 6 Select the batch box you want to assign to this programmable one-touch key.
- 7 Press **[Enter]**.
- 8 The machine will return to step 2.

Note: When the batch box transmission is programmed, the 🕒 and 📠 symbol are appeared in the programmable one-touch number list on the LCD.

If you want to enter or change *another* key's programming, repeat steps 2-8. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.



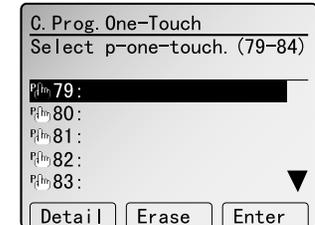
Programming an F-Code transmission

For this operation to work, two things must be true:

- You must know how the remote fax is using each F-Code box to which you're transmitting — for example, as a security box or a relay box. Different fax manufacturers may use slightly different terms, but the concepts are the same.
- You must know the remote fax's ITU-T sub-address and password for each box to which you want to transmit.

To program an F-Code transmission into a programmable one-touch key:

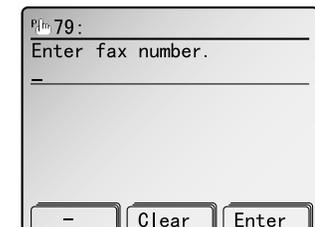
- 1 Press **MENU, c, [Enter]**.
The LCD shows the programmable one-touch number list.
- 2 Select the programmable one-touch number that you want to program or change.



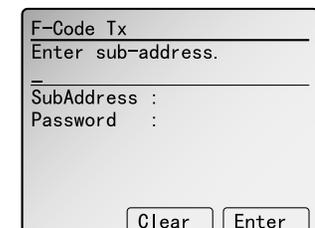
Note: If you're changing a previously stored command:
If your previous command for this key was for an F-Code transmission and you want to keep this key programmed for an F-Code transmission, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3 Press **[Enter]**.
- 4 Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length.
- 5 Press **[Enter]**.
- 6 Select **"F-Code Tx"** and press **[Enter]**.



- 7 Use the numeric keypad to enter the ITU-T sub-address for the box to which you want to send the document.
- 8 Press **[Enter]**.



- 9** Use the numeric keypad to enter the appropriate ITU-T password for the box.

Note: If there isn't a ITU-T password for this box, skip to step 10.

- 10** Press **[Enter]**.

- 11** If you want the F-Code transmission to begin *immediately* every time you press the key, press **[Exit]** and skip to step 14.

If you want to *delay* the F-Code transmission, select “**Delayed Tx**” and press **[Enter]**.

- 12** Next, tell your fax to carry out this delayed command one of these ways:

- Option 1:** Perform the command *once* at a certain time on a certain day of the month. (For example, “Do this at 5:05 PM on the 30th.”) To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.

- Option 2:** Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”) To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.

- 13** Press **[Enter]**, **[Exit]**.

- 14** The machine will return to step 2.

Note: When the F-Code transmission is programmed, the 📠 symbol is appeared in the programmable one-touch number list on the LCD.

Note: When the delayed transmission is programmed, the 🕒 symbol is appeared in the programmable one-touch number list on the LCD.

If you want to enter or change *another* key's programming, repeat steps 2-14. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

Programming F-Code polling

For this operation to work, three things must be true:

- The document which you're polling must exist in the remote fax's F-Code box (ITU-T standard sub-addressing/password box).
- You must know the remote fax's ITU-T sub-address and password (if any) for each box you want to poll.

To program an F-Code polling operating into a programmable one-touch key:

- 1** Press **MENU, C, [Enter]**.
The LCD shows the programmable one-touch number list.
- 2** Select the programmable one-touch number that you want to program or change.

- Note:** If you're changing a previously stored command:
If your previous command for this key was for an F-Code polling operation and you want to keep this key programmed for an F-Code polling operation, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3** Press **[Enter]**.
- 4** Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length.
- 5** Press **[Enter]**.
- 6** Select “**FCodePolling**” and press **[Enter]**.

- 7** Use the numeric keypad to enter the ITU-T sub-address for the box to which you want to send the document.
- 8** Press **[Enter]**.

- 9** Use the numeric keypad to enter the appropriate ITU-T password for the box.

Note: If there isn't a ITU-T password for this box, skip to step 10.

- 10** Press **[Enter]**.

- 11** If you want the F-Code polling to begin *immediately* every time you press the key, press **[Exit]** and skip to step 14.

If you want to *delay* the F-Code polling, select “**Delayed Tx**” and press **[Enter]**.

- 12** Next, tell your fax to carry out this delayed command one of these ways:

- Option 1:** Perform the command *once* at a certain time on a certain day of the month. (For example, “Do this at 5:05 PM on the 30th.”) To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.

- Option 2:** Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”) To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.

- 13** Press **[Enter]**, **[Exit]**.

- 14** The machine will return to step 2.

Note: When the F-Code transmission is programmed, the ☎ symbol is appeared in the programmable one-touch number list on the LCD.

Note: When the delayed transmission is programmed, the ⌚ symbol is appeared in the programmable one-touch number list on the LCD.

If you want to enter or change *another* key's programming, repeat steps 2-14. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

Erasing a programmable one-touch key

- 1** Press **MENU, C, [Enter]**.
The LCD shows the programmable one-touch number list.
- 2** Select the programmable one-touch key which you want to erase.
Note: You can select the programmable one-touch key by pressing that key on the control panel.
Note: You can press **[Detail]** to see the number which has been programmed in that key.

- 3** Press **[Erase]**. The LCD shows:
Important: If you want to quit without erasing the one-touch number you've selected, press **[Cancel]**. The fax will return to step 2.
- 4** Press **[Erase]** to erase the programmable one-touch number.

To erase another programmable one-touch number, repeat steps 2-4. Or press **RESET** to return to standby mode.

Printing a list of your programmable one-touch keys

Your fax machine can print a list of the commands you've stored in your programmable one-touch keys.

The list includes:

- (1) each key's one-touch number
- (2) the fax/telephone number
- (3) when the command should start
- (4) which command you've selected
- (5) if applicable, the selected call group(s) or F-Code box(es) you've stored in the key
- (6) the individual settings for each key

To print a list of programmable one-touch keys, press **MENU, C, [List]**.

Fax dialing with programmable one-touch

To dial a fax call using a programmable one-touch number:

- 1** Place the document and select resolution and contrast you require.
- 2** Press the programmable one-touch key in which you've stored the fax communication command.

Your fax will perform the operation now, or at whatever time you programmed.

Note: To review the details of each operation, review the instructions for that operation. See page 2.42 for a list of each operation and where to find it.

Security features

Your machine has a number of security features to keep your private fax documents private, avoid unwanted outside communication and even protect against unauthorized use of your machine.

These security features include: (1) security reception, (2) PIN mask, (3) security transmission, (4) closed network, (5) block junk fax, and (6) department codes.

The passcode

Your machine has a *passcode protection* system which must be turned on in order to use the security features listed above.

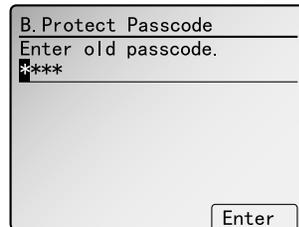
To set your machine's passcode:

- 1 Decide on the four-digit passcode (0001–9999) you want to use. *Write it down, and put it in a safe place.*

Important: Do *not* use 0000. This turns off passcode protection.

- 2 Press MENU, [Mach Set].

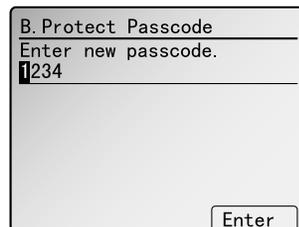
- 3 Select “B. Protect Passcode” and then press [Enter]. The LCD shows (see right):



- 4 If you are *creating* a passcode, use the numeric keypad to enter 0000. If you are *changing* an *existing* passcode, enter the existing passcode.

- 5 Press [Enter].

- 6 Enter the new four-digit passcode. For example, we've entered 1234:



- 7 Press [Enter] to save the passcode.

Note: Any time you want to turn off the passcode, change the passcode back to 0000 by repeating steps 2–7 and entering 0000 in step 6.

Security reception

Security reception tells your machine to keep *all* received faxes in memory (but not print them). Then you can print them out later, at your convenience. For example, you could use this if you're concerned about workers reading documents intended for your eyes only.

Important: For this feature to work, you must have activated the *passcode protection* as described on left column. You must also *know* the passcode.

Note: In the following instructions, your machine's LCD shortens the word *Transmission* to *Tx* and the word *Receive* to *Rx*.

Activating security reception

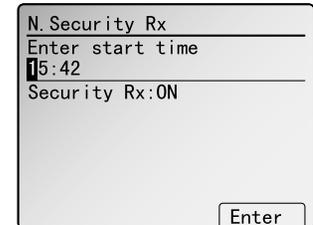
- 1 Press MENU, N, [Enter]. The LCD shows (see right):



- 2 Use the numeric keypad to enter the protection passcode. Here we've entered 1234:

- 3 Press [Enter].

- 4 Select “On”, then press [Enter]. The LCD shows the machine's current clock setting:



- 5 If you want security reception to begin *now* (and at this same time every day), skip to step 7. Otherwise, go on to step 6.

- 6 Use the numeric keypad to enter the time (use a 24-hour format) when security reception should begin every day “Type over” the numbers displayed.

To change a digit, move the cursor to that digit, then enter the correct digit.

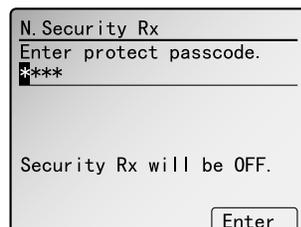
- 7 Press [Enter] to save the setting.

Printing from security reception / Turning off security reception

When security reception is on, an incoming fax goes directly into your machine's memory and the **MEMORY RECEIVE** light comes on. But the fax is not printed.

To retrieve the faxes received during this security reception (and to return your machine to normal reception until the next time):

- 1** Press **MENU, N, [PrintDoc]**.
The LCD shows (see right):
- 2** Use the numeric keypad to enter the passcode.
- 3** Press **[Enter]**.
 - If you've entered the correct passcode, your fax machine will print all documents in its memory and then erase them. Then it will turn security reception off until the next time you've scheduled security reception.
 - If you've entered an incorrect code, your fax machine will refuse to print, and security reception remains on.



Masking the PIN

To prevent unauthorized long-distance calls, some office telephone systems require you to enter a *personal identification number (PIN)* whenever you dial long distance.

Your fax's *PIN mask feature* helps you keep that PIN number private. With the PIN mask activated, you can dial a fax number plus a PIN, but the PIN will not appear in a journal, error message printout, delayed command list or a TCR. The PIN may be up to eight characters in length. It also can include the * or # symbols, and it can be entered from the numeric keypad.

There are three possible settings for the PIN mask:

- *Off* — Turns off the PIN mask feature. Any PIN you enter will appear on any display or printout which shows the number you dial.
- *Mode 1* — Each *remote fax unit* has a departmental PIN access code.
- *Mode 2* — Each *fax user* has a departmental PIN access code.

Note: If you select Mode 1 and you will use a one-touch or speed-dial number, you must store the remote unit's PIN access code within that number. However, if you select Mode 2, this isn't necessary. (See "Autodialing while using the PIN mask," next page for further details.)

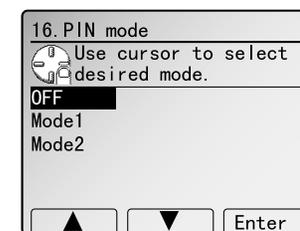
Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 2.12 – 2.14), you must store the PIN access code for the remote unit within the appropriate batch box.

Activating the PIN mask

Important: For this feature to work, you must have activated the *passcode protection* as described on page 2.44. You must also *know* the passcode.

- 1** Press **MENU, J, 1, 6, [Enter]**.
The LCD shows (see right):
- 2** Use the numeric keypad to enter the four-digit passcode.

Note: If you enter an invalid passcode, the machine's security feature rejects the attempt and returns to standby mode.
- 3** Press **[Enter]**.
- 4** Select desired mode.
- 5** Press **[Enter]**.
- 6** Press **RESET** to return to standby mode.



Autodialing while using the PIN mask

Note: The following instructions presume you understand how to set and use your machine's autodialer. If you need to review, see pages 2.1–2.8.

If you chose “Mode 1” — the PIN goes in

In Mode 1, before autodialing a number for the first time, you must add the PIN to the stored one-touch key or speed-dial number. Here's how:

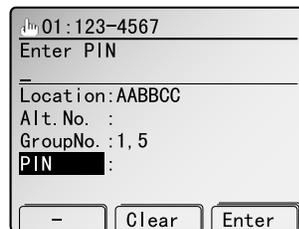
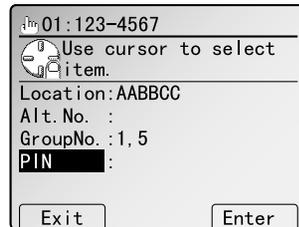
- 1** Begin by creating or changing an entry in the autodialer. (See pages 2.1–2.8 if necessary.) While you're setting this up, the machine asks you to enter the PIN. The LCD shows:
- 2** Select “PIN” and press **[Enter]**.
- 3** Use the numeric keypad to enter the four-digit passcode.
- 4** Press **[Enter]**.
- 5** Use the numeric keypad to enter the desired PIN, up to eight characters in length.
- 6** Press **[Enter]** to save the PIN.

Note: If you press **[Enter]** without entering the PIN, the machine beeps, indicates “Invalid Number” on the LCD and then returns to step 5.

Now you may autodial the number as usual.

Important: While in PIN Mode 1, *any* autodialer numbers you use must include the PIN. This also applies to autodialer numbers used with batch transmission (see pages 2.12–2.14) or programmable one-touch keys (see pages 2.37–2.43).

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission, you must store the PIN access code for the remote unit within the appropriate batch box. (See “Performing batch transmission while using the PIN mask,” page 2.45.)

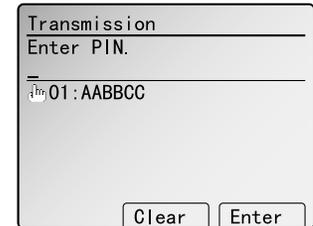


If you chose “Mode 2” — as you autodial, load the code

In this mode, you *don't* have to add the PIN to the autodialer setting. Instead, you enter the PIN manually each time you autodial:

- 1** Dial the number as you normally would, using the autodialer.
- 2** Use the numeric keypad to enter the PIN.
- 4** Press **[Enter]**. Your machine dials the number.

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 2.12–2.14), you must store the PIN access code for the remote unit within the appropriate batch box. (See “Performing batch transmission while using the PIN mask,” page 2.45.)



Dialing from the numeric keypad while using the PIN mask

If you've specified Mode 1 — use “star” power

- 1** Enter the phone number, then press the * (“star”) key and enter the PIN. *The PIN always goes last.* For example, to dial 19725550911 with a PIN of “12345678”, enter 19725550911*12345678:
- 2** Press **START**. The PIN disappears from the display, and your machine dials the desired phone number.



If you've specified Mode 2 — the machine guides you

- 1** Enter the phone number as usual.
- 2** Press **START**. The LCD shows:
- 3** Use the numeric keypad to enter the PIN.
- 4** Press **[Enter]**. Your machine dials the number.



Performing batch transmission while using the PIN mask

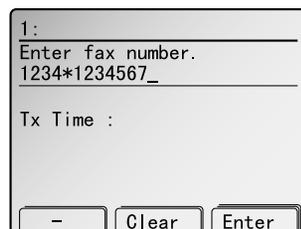
Note: The following instructions presume you are familiar with how to set and use both your machine's autodialer and its batch transmission feature. If you need to review, see pages 2.1–2.8 for more on the autodialer and/or pages 2.12–2.14 for more on batch transmission.

If you've specified Mode 1 or Mode 2

Important: Any autodialer number you use with batch transmission *must* include the PIN. (To review how to include this information in an autodialer number, review the Mode 1 instructions under "Autodialing while using the PIN mask," page 2.46.)

Before sending a batch transmission the first time, you must store the PIN within its batch box. Here's how:

- 1** Follow the steps for creating or modifying a batch box (page 2.12).
The LCD asks for the fax number (here, we're working with batch box 1):
- 2** Enter an autodialer number, or use the numeric keypad to enter the fax number, to which the batch transmission should go.



Important: If you're entering a number from the numeric keypad, enter the fax number, followed by the * ("star") key and then the PIN.

- 3** Press **[Enter]** to save the setting.

Note: If you press **[Enter]** without entering the PIN, the fax machine beeps, indicates "No PIN Number" on the LCD and then returns you to step 2.

- 4** Continue with the steps for creating or modifying a batch box (page 2.12).

Now you can perform batch transmission to this box while the PIN mask is activated.

Setting security transmission

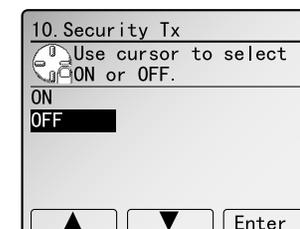
Your fax's *security transmission* feature provides extra assurance that your documents go where you're sending them. When this feature is activated and your machine sends a fax, the machine compares the last four digits of the dialed number to the other unit's Subscriber ID (the phone number at the top of that unit's transmissions). If these digits match, your call goes through. If they don't, your machine disconnects the call and prints an error message telling you to check the condition of the remote unit.

Before you activate this feature, consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — Indeed, some machines don't even *have* a Subscriber ID. So, with security transmission activated, your machine would disconnect its calls to such machines.
- *Access codes can cause confusion.* — If an autodialer entry ends with a long-distance or other access codes, activating this feature prevents calls to that fax.

Note: In the following instructions, your fax's LCD abbreviates *Transmission* as *Tx*.

- 1** Press MENU, J, 1, 0, **[Enter]**.
- 2** Select desired setting.
- 3** Press **[Enter]** to save the setting.



Setting for use with a closed network

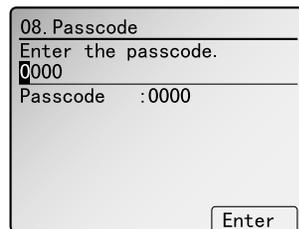
For maximum communications security, use a *closed network*. This limits your machine to only communicating with other Muratec fax machines which can “present” the proper passcode.

Important: The passcode you use for closed network operation is **not** the same as the protection passcode.

Once your machine is set up for a closed network, your machine will disconnect calls coming in from fax machines other than Muratec fax machines.

To set your fax machine's closed network password:

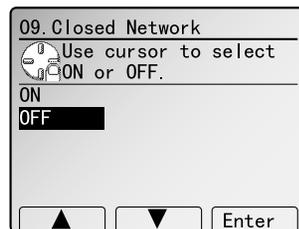
- 1 Decide on the four-digit closed network passcode (0001-9999) you want to use. **Write it down**, and *put it in a safe place*.
- 2 Press **MENU, J, 0, 8, [Enter]**.
The LCD shows the current code:
- 3 Use the numeric keypad to enter the desired four-digit *closed network passcode*.
- 4 Press **[Enter]** to save the setting.



Note: To turn off the closed network passcode and return to normal fax reception, change the code to 0000 by repeating steps 1-4 and entering 0000 in step 3.

To set your fax machine to operate in a closed network:

- 1 Press **MENU, J, 0, 9, [Enter]**.
The LCD shows your fax's current setting:
- 2 Select desired mode.
- 3 Press **[Enter]** to save the setting.



Setting Block Junk Fax

Your fax machine's *Block Junk Fax* feature lets you bar the gates against unauthorized incoming faxes (“junk fax”). But before you block junk fax, first understand *how* this feature works, to determine if it's right for you. There are four possible settings for Block Junk Fax:

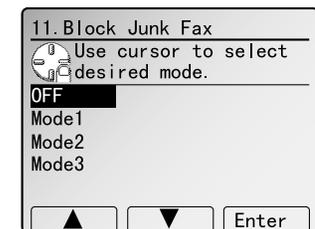
- *Off*— The feature isn't activated.
- *Mode1*— Your fax machine checks whether the last four digits of any phone number in your autodialer matches the last four digits of the remote fax's subscriber ID (the phone number part of the TTI). If it doesn't find a match, your machine disconnects the call.
- *Mode2*— This mode rejects any call from a number whose last eight digits match any number in the *blocked numbers list* (explained later). Your machine can hold up to 30 blocked numbers.
- *Mode3*— This rejects numbers that are *not* in the autodialer and also rejects numbers that *are* in the blocked numbers list. This lets you keep a number on your autodialer for transmission to it, while still blocking its incoming calls by putting it in the blocked numbers list.

But before you activate the Block Junk Fax feature, please consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.*— With Block Junk Fax activated, your machine would reject faxes from these machines.
- *Access codes can cause confusion.*— If an autodialer entry ends with extra codes, such as long-distance codes, Block Junk Fax will block out calls from those faxes.

To set Block Junk Fax:

- 1 Press **MENU, J, 1, 1, [Enter]**.
The LCD shows your fax's current setting:
- 2 Select desired mode.
- 3 Press **[Enter]** to save the setting.
What you do next depends on what you selected in step 2:
 - If you selected *Off* or *Mode1*, press **RESET** to return to standby mode.
 - If you selected either *Mode2* or *Mode3*, go on to step 4.



- 4** The LCD now shows blocked numbers list.

If you want to enter or erase a number, go on to step 5.

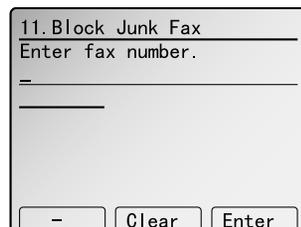
Otherwise, press **[Enter]** and skip to step 7.

- 5** Use the numeric keypad to enter *the last eight characters* of a fax number you want to block. For example, if you want to block a fax from someone with a Subscriber ID of 972-555-3038, you should enter **5, 5, 5, [-], 3, 0, 3, 8**.

If you want to erase an existing entry in the blocked numbers list, press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.

- 6** Press **[Enter]** to save the setting.

- 7** Press **RESET** to return to the standby mode.



Printing a list of blocked numbers list

To print a list of blocked numbers list, press **MENU, J, 1, 1, [List]**.

Using department codes

You can keep track of how your machine is used through its *department code* feature. When the department code setting is activated, the machine reminds each user to enter the department code before sending or polling a document. The Activity Journal then keeps track of fax transactions by department.

After you turn on this setting, assign specific code numbers to your office's fax users and tell them to enter these department codes before sending faxes.

Note: Please note that using this setting may block access to the fax machine.

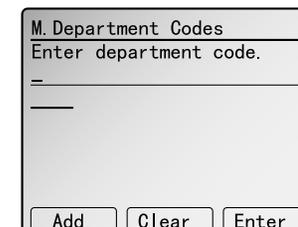
Entering a department code

Your machine can hold up to 100 separate department codes.

To enter a department code:

- 1** Press **MENU, L, [Enter]**.
The LCD shows the department code list.

Note: If department code operation is *protected* (see page 2.50), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat this step.



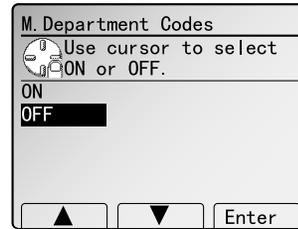
- 2** Use the numeric keypad to enter the four-digit department code, 0000-9999.
If you want to erase an existing entry in the department code list, press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.
- 3** Press **[Add]** to entry in the department code list.
If you want to enter another department code, repeat steps 2-3.
- 4** Press **[Enter]** to save the setting. The machine will return to standby mode.

Turning the department code setting on and off

1 Press MENU, L.

2 Press [Setting].

Note: If department code operation is *protected* (see below), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat this step.



3 Select desired setting.

4 Press [Enter].

Turning department code protection on and off

Important: This feature will work only if you've activated the *passcode protection* (see page 2.44).

1 Press MENU, L, NEXT.

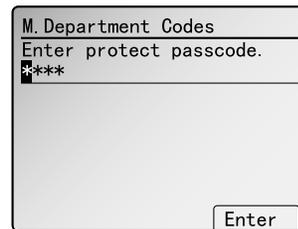
2 Press [Protect].

3 Use the numeric keypad to enter the four-digit passcode.

4 Press [Enter].

5 Select desired setting.

6 Press [Enter] to save the setting.



Sending a fax using a department code

For this operation to work, two things must be true:

- The four-digit department code must exist on your fax machine.
- You must know the department code.

1 Place the document and select resolution and contrast you require.

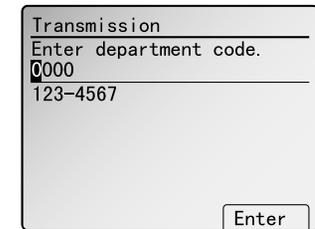
2 Enter the fax number by either pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.

If you enter the fax number using a one-touch key, skip to step 4. Otherwise, go on to step 3.

3 Press START.

4 Use the numeric keypad to enter the appropriate four-digit department code.

5 Press [Enter].



Printing the department time list

The department time list includes the following information for each department code:

- *Time period* covered by the department time list
- Each *department code*
- *Total communication time* (in hours, minutes and seconds; *HH:MM:SS*) — Counts the communication time up to 999:59:59 (999 hours:59 minutes:59 seconds). If the fax exceeds the maximum time, it does not count further.
- *Total printed pages* — Counts the pages up to 65535 pages. If the fax exceeds the maximum number of pages, it counts the total pages from 0 (zero).

Note: If you want to clear the total counts of each department code, see “Clearing the current department time list”, below.

To print the list, press MENU, L, [List].

Note: If department code operation is *protected* (see left column), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat the above.

Clearing the department time list

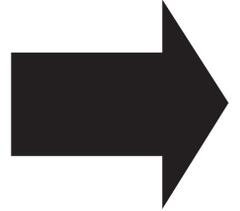
To clear the current total counts of each department code:

Press MENU, L, NEXT, [Erase], [Erase].

The total communication time and total printed pages for each department code are cleared. The department code will not be erased.

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Entering settings for your machine



Settings for transmission	3.1
Settings for reception	3.4
Settings for dialing	3.6
Settings for operation	3.7

Settings for transmission

Scan settings

Default setting: Primary resolution: Normal, Primary contrast: Normal

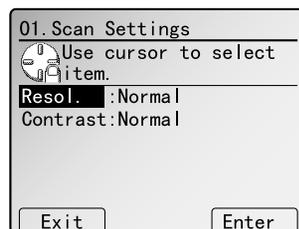
Four different settings tell your machine how to scan documents. The initial factory settings are probably right for most applications, so try using them before changing any of these settings:

- **Primary resolution mode** — Sets the resolution for your documents. Choose either normal, fine, superfine (“S-Fine” on the LCD) or grayscale mode (“Gray”).
- **Primary contrast mode** — Sets how light or dark you want faxed documents to be when they arrive at their destination.

Note: The primary settings you choose effect your fax activity only.

To set these modes:

- 1 Press MENU, J, 0, 1, [Enter].
- 2 To set the primary resolution mode, select “Resol.” then press [Enter].
- 3 Select desired resolution mode, then press [Enter].
- 4 To set the primary contrast mode, select “Contrast” then press [Enter].
- 5 Select desired contrast mode using a cursor key, then press [Enter].
- 6 Press [Exit] to exit this setting mode.
- 7 Press RESET to return to the standby mode.



By following the steps above, you’ve set your *defaults* for scanning. Before sending documents, you can “override” these default scan settings *for that transmission*.

To *override* the default resolution and contrast settings before sending a document:

- Press RESOLUTION to change the resolution.
- Press CONTRAST to change the contrast.

Once your document is transmitted, your machine returns to its default settings.

Setting ECM

Default setting: ON.

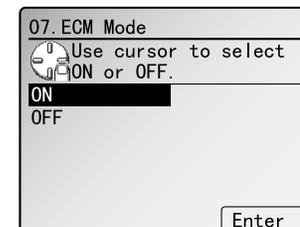
“Line noise,” or static on the line during a call, can easily disrupt the flow of data from one fax machine to another.

That’s why your fax machine gives you the option of using *Error Correction Mode (ECM)*. When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data as it sends. If the receiving fax machine can’t verify the transmission, the first machine will re-send it as necessary.

Note: ECM gives you a better chance of transmitting a fax document over a bad phone line, but it could also slow down the transmission time. And the worse the line is, the slower the transmission. That’s why the machine lets you turn ECM on or off as needed.

Note: Not all fax machines have ECM. If you’ve activated ECM and then transmit to a fax machine not currently using ECM, there will be no change in the fax transmission from a usual, non-ECM transmission.

- 1 Press MENU, J, 0, 7, [Enter].
The LCD shows the current ECM setting:
- 2 Select “On” or “Off” using the cursor key.
- 3 Press [Enter] to save the setting.
- 4 Press RESET to return to the standby mode.



Memory transmission

Default setting: *ON*.

Your fax machine has a great memory! Take advantage of it, and you could:

Save Time. By using your fax machine's memory, you won't have to wait for your machine while it completes the transmission. Simply scan your document into your fax machine's memory, and you can walk away with your original in hand.

Save Money. If you're transmitting to another memory-equipped fax machine, your machine will send the document directly into the other machine's memory and hang up. (The receiving machine then prints out your message from its memory after the call has ended.) This cuts your actual on-line time to a minimum.

Save Even More Money. Set up a delayed command (see pages 2.10–2.11) to send your document after hours, and you can save more money, because the line charges will be cheaper.

The default transmission mode when the machine is turned on or when modes are cleared is memory transmission. You can change this setting, see below.

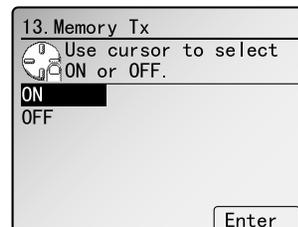
Note: Whether you decide to send your documents from memory or manually, you can override that choice one transmission at a time by pressing **MEMORY TRANSMIT** before you send your document. After completing the communication, your fax will return to the *default* setting.

Note: Some documents use up memory more quickly than others. They include documents with many pages and those with many dark areas. *When the machine's memory is full, it can transmit only through the document feeder.*

Note: When you use the flatbed scanner, the machine always uses memory transmission.

To change the default setting of memory transmission:

- 1 Press **MENU, J, 1, 3, [Enter]**.
- 2 Select desired setting using the cursor key.
- 3 Press **[Enter]** to save the setting.



If the **MEMORY TRANSMIT** light glows, memory transmission is *on*.

If the **MEMORY TRANSMIT** light doesn't glow, memory transmission is *off*.

Quick Memory transmission

Default setting: *ON*.

Using Quick Memory transmission can save you time over standard memory transmissions.

For a *normal memory transmission*, your fax: (1) scans your entire document into memory, (2) dials the other fax machine, then (3) transmits the document.

But with *Quick Memory transmission*, your machine doesn't wait to scan all pages into memory before dialing. After it scans the first page of your document, your machine dials the call. While dialing, connecting and transmitting, your fax machine continues to scan in the remaining pages of the document.

You can set your fax to always use Quick Memory transmission as the default.

Important: Your fax machine's memory transmission feature must be turned on to use Quick Memory transmission (see left column).

To make Quick Memory transmission the default:

- 1 Press **MENU, J, 1, 8, [Enter]**. The LCD shows:
- 2 Select "On" using the cursor key.
- 3 Press **[Enter]** to save the setting.

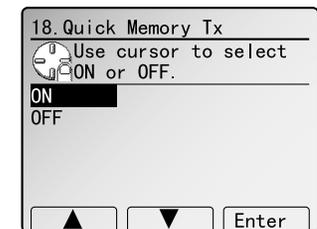
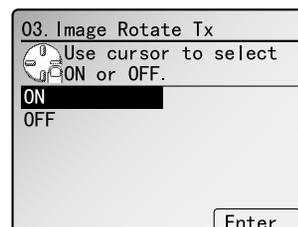


Image rotate transmission

Default setting: ON.

When this feature is activated, if you set letter-sized document in the sideways direction(☐), the image will be sent rotated by 90°.

- 1 Press MENU, J, 0, 3, [Enter].
- 2 Choose desired setting you want using the cursor key. Then press [Enter].
- 3 Press RESET to return to the standby mode.



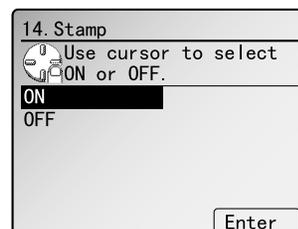
Setting the confirmation stamp

Default setting: OFF.

You can set your fax machine so that it will automatically place a small blue ink *stamp* mark on the front of each *original* document that it successfully scans.

Important: Turn off this feature if you're sending documents you don't want the fax to stamp.

- 1 Press MENU, J, 1, 4, [Enter].
The LCD shows your fax's current setting:
- 2 Select "On" or "Off" using the cursor key.
- 3 Press [Enter] to save the setting.
- 4 Press RESET to return to the standby mode.



Settings for reception

Print settings

You can set three parameters for printing received fax messages:

- Print reduction rate
- Reduction margin
- Paper save function

You set all three in the same procedure, discussed on next page. Following is a explanation for each:

Print reduction rate

Print reduction lets you set the machine to reduce large incoming documents to a size that fits the paper in your machine. (This setting doesn't affect copies you may make with your machine.)

Below are the options for both the print reduction and copy reduction settings:

Setting	What it does
Auto	Automatically reduces printouts at variable rates down to a minimum of 50%. Tries to reduce printout to fit on one sheet of your selected paper size. If it can't, print the image at 100% size on two or more pages.
100%	Does not reduce document. (Due to the sender's TTI, this may print <i>two</i> pages when receiving a one-page fax document. See <i>97%</i> , below.)
97%	Reduces an original so that the final printout of a one-page-document (<i>if the original isn't larger than the paper in your machine</i>) will only be one page long, even with the TTI.
91%	Reduces documents slightly more.
81%	Reduces documents even more. Helpful for some international stationery sizes, as well as special applications.
75%	Turns <i>legal-sized</i> originals into <i>letter-sized</i> printed copies.

Reduction margin

Your fax machine's *reduction margin* is measured in millimeters (mm). We'll define *reduction margin* by explaining how it's used:

When a fax message enters your machine's electronic brain, the machine measures the message's length and compares it to **(a)** the length of your selected paper **plus (b)** the reduction margin you set. If the length of the incoming message is shorter than **(a)** and **(b)** put together, your machine prints the message on just one sheet. If it's longer, your machine prints the message on more than one sheet.

Note: An *Auto* reduction setting and a reduction margin setting of *40mm* will print most incoming faxes as single pages. Try this combination first and then, only if you have problems with it, select different settings.

Paper save function

There are two methods of paper save function, *Half-page reception* and *2-sided reception*.

Half-page reception

Half-page reception can conserve paper if some of the faxes you receive are half-page, "memo-sized" messages. When activated, this feature tells the machine to combine two of these half-page receptions onto a single sheet. Half-page reception only combines half-page messages sent back-to-back *during the same transmission*. It won't combine two half-page faxes from separate transmissions.

2-sided reception (Optional duplex unit is required.)

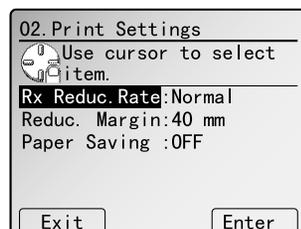
With this option installed, a received fax message can be printed on both sides of the recording paper.

Note: This feature works only when all the pages of a received document have the same width.

Adjusting the print settings

Default setting: Rx reduction rate: Normal, Reduction margin: 40 mm,
Paper saving: OFF.

- 1 Press MENU, J, 0, 2, [Enter].
- 2 Select item you want to set using the cursor key. Then press [Enter].
- 3 Select desired item and then press [Enter].
- 4 If you want to change other items, repeat step 2-3.
- 5 When you finish, press [Exit].
- 6 Press RESET to return to the standby mode.



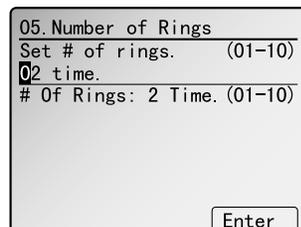
Setting the number of rings

Default setting: 2 time.

You can set how many times your fax machine will ring before answering a call. Choose from 1 to 10 rings.

- 1 Press MENU, J, 0, 5, [Enter]. The LCD shows:
- 2 Use the numeric keypad to enter the number of rings you want, from 01 to 10.

Note: If you enter 00 (zero), the machine will beep briefly to warn you that it can't accept that setting.
- 3 Press [Enter] to save the setting.
- 4 Press RESET to return to the standby mode.



Setting ECM

Default setting: ON.

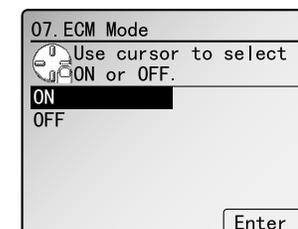
“Line noise,” or static on the line during a call, can easily disrupt the flow of data from one fax machine to another.

That’s why your fax machine gives you the option of using *Error Correction Mode (ECM)*. When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data as it sends. If the receiving fax machine can’t verify the transmission, the first machine will re-send it as necessary.

Note: ECM gives you a better chance of transmitting a fax document over a bad phone line, but it could also slow down the transmission time. And the worse the line is, the slower the transmission. That’s why the machine lets you turn ECM on or off as needed.

Note: Not all fax machines have ECM. If you’ve activated ECM and then transmit to a fax machine not currently using ECM, there will be no change in the fax transmission from a usual, non-ECM transmission.

- 1 Press MENU, J, 0, 7, [Enter].
The LCD shows the current ECM setting:
- 2 Select “On” or “Off” using the cursor key.
- 3 Press [Enter] to save the setting.
- 4 Press RESET to return to the standby mode.



Settings for dialing

Changing the dialing pause length

Default setting: 2 sec.

The pause is set by the factory to last two seconds, but you can set it to last as long as ten seconds if necessary. To change the pause length:

1 Press MENU, J, 0, 4, [Enter].

2 Use the numeric keypad to enter the length you want for the dialing pause.

Note: The length setting requires two digits. Always enter a leading zero for lengths less than 10 seconds.

3 Press ENTER to save the setting.

```

04. Dialing Pause
Set dialing pause. (02-10)
02 sec.
PauseTime: 2 sec. (02-10)
Enter
  
```

Changing redial settings

Default setting: Number of redial: 2 times, Redial interval: 1 minute.

It's up to you how many times the fax redials a number and how long it waits between redials (that length of time between calls is the *redial interval*).

To program the redial settings:

1 Press MENU, J, 0, 6, [Enter].

2 Use the numeric keypad to enter the number of redials you want. Choose from 2 to 15 redials.

Note: Enter a leading zero when entering a quantity less than 10.

3 Press [Enter] to save the setting.

4 Use the numeric keypad to enter the length you want between redial attempts. Choose from 1 to 5 minutes.

5 Press [Enter] to save the setting.

6 Press RESET to return to standby mode.

```

06. Number of Redials
Set # of redials. (02-15)
02 time.
Time : 2 time (02-15)
Interval : 1 min. (1-5)
Redial Hold Tone
  
```

```

06. Number of Redials
Set redial interval. (1-5)
1 min.
Time : 2 time (02-15)
Interval : 1 min. (1-5)
Enter
  
```

Settings for operation

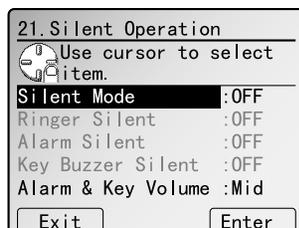
Setting of the silent mode

Default setting: OFF.

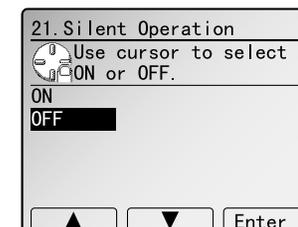
Silent mode allows you to mute the ringer, the alarm and the key tones.

To setting a silent mode:

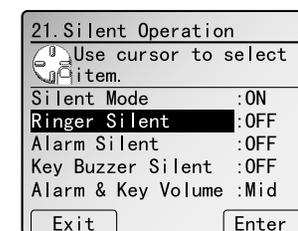
- 1 Press **MENU, J, 2, 1, [Enter]**.
The LCD shows your fax's current setting.
The silent mode has following settings:
 - **Silent mode** — If you set to this “ON”, the following three settings can be effective. If you chose “OFF”, the machine will ring and beep as usual, even if you set to the following settings on.
 - **Ringer Silent** — If you want to mute a ringer that alerts you when you receive fax or voice call and a call request, chose “ON”. Otherwise, chose “OFF”.
 - **Alarm Silent** — If you want to disable the sound your machine makes when an error occurs, and the beep your machine makes after sending or receiving a fax or making a copy, chose “ON”. Otherwise, chose “OFF”.
 - **Key tone Silent** — If you want to mute the key tone that your machine makes when you press the keys on the control panel, chose “ON”. Otherwise, chose “OFF”.
 - **Volume** — This optional setting can be set if you set the “Alarm” or “Key tone” to “OFF”. You can adjust the volume for the alarm and key tones. Also, when you set the “Silent” to “OFF”, you can set this setting.



- 2 To effect the settings of the silent mode:
Select “**Silent**” and press **[Enter]**.
Select “**ON**” and press **[Enter]**.
Note: If you chose “OFF”, the machine will ring and beep as usual, skip to step 9.

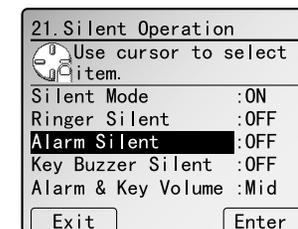


- 3 To set the “**Ringer Silent**”:
Select “**Ringer Silent**” and press **[Enter]**.
If you want to turn off the ringer, select “ON” and the machine will be quiet.
Otherwise, the machine will ring.



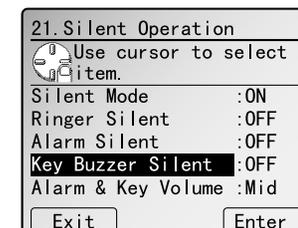
- 4 Press **[Enter]** to save the setting.

- 5 To set the “**Alarm Silent**”:
Select “**Alarm Silent**” and press **[Enter]**.
If you want to turn off the alarm, select “ON” and the machine will be quiet.
Otherwise, the machine will beep.



- 6 Press **[Enter]** to save the setting.

- 7 To set the “**Key tone Silent**”:
Select “**Key tone Silent**” and press **[Enter]**.
If you want to turn off the tones, select “ON” and the machine will be quiet.
Otherwise, the machine will beep when the keys are pressed.



- 8 Press **[Enter]** to save the setting.

Beyond the Basics

If you turned off the alarm or the key tones in the steps above, your machine gives you the option of setting the volume for the alarm and key tones, proceed to step 9.

If you didn't turn any of these off, skip to step 11.

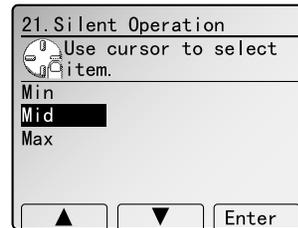
9 To set the “**Volume**”:

Select “**Volume**” and press **[Enter]**.

Set the desired volume using the cursor key.

10 Press **[Enter]** to save the setting.

11 Press **[Exit]** to save the setting.



Adjust the monitor speaker's volume

Default setting: *Medium.*

You can set the volume of the monitor speaker, assuring that on-hook dialing will be as loud (or as soft) as you require.

1 Press **MONITOR/CALL** on the control panel. You now should hear a dial tone.

Important: If you don't hear a dial tone, make sure your fax machine is plugged into a working phone line.

2 If the volume you hear is satisfactory, skip to step 4. Otherwise, proceed to step 3.

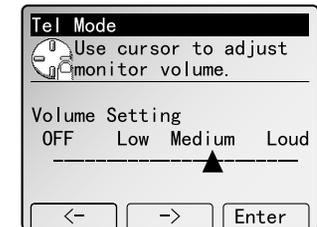
3 Adjust the volume as you wish:

To turn the volume up, press **▶**.

To turn the volume down, press **◀**.

The LCD indicates the volume.

4 Press **MONITOR/CALL** again to hang up.



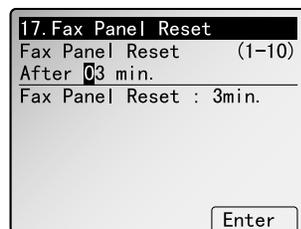
Panel auto reset time

Note: Default: After three minutes

The machine returns to its initial condition automatically after a certain period of time. You can change this time from 1 to 10 minutes.

Note: The machine first resets the LCD display, and after certain period of time it resets the key settings to the initial condition.

- 1** Press MENU, J, 1, 7, [Enter].
- 2** Enter the time to auto resetting, and then press [Enter] to save the setting.
- 3** Press RESET to return to standby.



Printing your fax settings

After you've programmed settings into your machine, print a *fax settings list*. We recommend this, particularly if you're sharing the machine with other users, who might change the settings.

With this list, you can quickly confirm that all of your settings are correct, without having to go back and check them on the machine. Or, if you *do* need to undo someone else's changes, this list guides you in returning the machine to your preferred settings.

Note: Please refer to the index at the end of these instructions to locate any settings you don't recognize or understand.

To print the settings list:

- 1** If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press FAX to change to Fax mode.
- 2** Press MENU, J, [List].

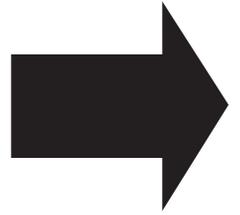
Printing a program list

Your machine can also print a *program list*. This lists the functions available on your fax machine and the keystrokes needed to complete them.

Note: Please refer to the index at the end of these instructions to locate any settings you don't recognize or understand.

To print a program list, press MENU, *, **8**.

Trouble Shooting



Troubleshooting	4.1
Common questions	4.6

Troubleshooting

Occasionally, your machine encounters some trouble transmitting or receiving documents. When it does, it alerts you with an alarm. You can identify the problem with LCD messages and printed *check messages* and *error reports*, explained in the following pages.

Alarm

Your fax machine sounds an alarm tone — a series of short beeps — if either of these two problems occur:

- Trouble transmitting or receiving
- The machine is out of paper

LCD error messages

If a message not listed here is displayed, take corrective action by following the instructions in the message.

What you see on the LCD

What it means/What to do

All commands in use

Your fax machine has all of its 100 possible delayed commands (automatic redialing counts as one) stored in memory and cannot accept another. *Delete an existing command by using REVIEW COMMANDS, or wait until your fax has completed one of the delayed commands.*

Already stored

You tried to enter a same number, department code or sub-address which is already entered in your machine.
Enter a different number, department code or sub-address.

Box in use

You tried to erase a F-Code box which contains at least one document.
Erase the document(s), then try again.

What you see on the LCD

Call for service

What it means/What to do

The scanner lamp is dim or inoperable. Make repeated copies to help evaporate any internal moisture. *If that doesn't resolve the problem, call your authorized Muratec dealer or Muratec Customer Support.*

Check # of documents

You placed fewer pages into your fax machine than you indicated in your page-numbering setting (see page 2.21). *Carefully recount the pages in your document, then retry the transmission, being sure to enter the correct number of pages if you use the page-numbering function.*

Communication Error

A communication error disrupted the transmission or reception. *If you were transmitting, press STOP to clear the error message and then retry the transmission. If you were receiving a fax, try to contact the other person and have them retry the transmission. (The problem may be entirely with their machine, phone line, etc.)*

Disable to reduce

In enlargement transmission, you cannot select the reduction ratio.

Document full

You tried to enter a document into Batch box or an F-Code box, but the machine has reached its capacity. *Delete documents stored in boxes until the machine will let you proceed.*

Document is in the ADF

The command you're trying to enter requires the use of the ADF, which is already in use. *Wait for the machine to stop using the ADF, then try again.*

Just in case ...

<i>What you see on the LCD</i>	<i>What it means/What to do</i>
Document stored	You tried to erase a batch box which contains at least one document. <i>Erase the document(s), then try again.</i> ... or ... You tried to store the polling document in your fax machine, where one already had been stored. <i>Wait for the fax to complete the regular polling operation, then try again.</i>
Enter number (0-32)	You tried to enter a call group number greater than 32. Your machine can maintain 32 call groups, numbered 1-32 (call group 0 covers all the groups). <i>Determine the correct call group identifier number and enter it, instead.</i>
Hang up phone	The optional handset is off-hook. <i>Hang it up, making sure the upper part of the handset presses down on the "hook" button.</i>
In printing	The command you're trying to enter requires the use of the printer, which is already in use. <i>Wait for the fax to finish printing, then try again.</i>
In relay box	You tried to store a document for polling in an F-Code box which is set to be a relay box. <i>Select an F-Code box which is set to be a bulletin box, then try again.</i>
In secure box	You tried to store a document for polling in an F-Code box which is set to be a security box. <i>Select an F-Code box which is set to be a bulletin box, then try again.</i>
Invalid I.D. code	The F-Code box I.D. code you entered isn't valid. <i>Try re-entering your F-Code box I.D. code.</i>
Invalid number	You entered the incorrect number which has no function during the current operation.
Invalid protect passcode	The protection passcode you entered isn't valid. <i>Repeat the operation, entering the correct protection passcode.</i>

<i>What you see on the LCD</i>	<i>What it means/What to do</i>
Memory overflow Keep these pages?	During scanning of the document, the memory overflowed. <i>Press [YES] to tell your fax to keep as many pages in memory as possible, or press [NO] to delete from memory all pages stored during this operation (but not previous operations).</i>
Mirror carriage error	The mirror carriage of your machine has become inoperable. <i>Call your authorized Muratec dealer or Muratec Customer Support.</i>
No command stored	You pressed REVIEW COMMANDS to review upcoming commands, but your fax machine had none stored.
No document stored	You tried to print a document from memory, but your fax machine had none stored.
No protect passcode	You tried to protect an operation or department code but there's no protection passcode stored in your fax machine. <i>Store a protection passcode in your machine, then retry protecting the operation or department code.</i>
No report	You requested an activity journal or confirmation report, but your fax machine has no record of any fax jobs having occurred.
Not stored	You selected an autodialer, batch box or F-Code box number for which there is no phone number programmed. <i>Either choose another number or dial a phone number directly from the numeric keypad.</i> ... or ... You tried to turn on the department code setting but there are no department codes stored in your fax machine. <i>Store at least one department code, then try again.</i>
PIN is not stored	You selected "Mode1" in the PIN mask feature and tried to call an autodialer number in which no PIN has been entered, or to call using numeric keypad without PIN. <i>Enter a PIN, then try again.</i>

<i>What you see on the LCD</i>	<i>What it means/What to do</i>	<i>What you see on the LCD</i>	<i>What it means/What to do</i>
Please call service	The printer unit of your fax machine has become inoperable. <i>Call your authorized Muratec dealer or Muratec Customer Support.</i>	30 locations or less	You tried to enter too many numbers for broadcast through the numeric keypad. You can enter up to 230 numbers for broadcast using one-touch keys, speed dial numbers or group numbers, however you can enter only 30 locations by using numeric keypad. <i>Press [Cancel] to delete the extra numbers and then try again.</i>
Please supply paper	The paper cassette is out of paper. <i>Add paper to the cassette.</i>		
Please wait	Your fax machine's printer is either warming up or busy. <i>Please wait until the fax is finished printing and then re-try your command or operation.</i>		
Protect doc. stored	A received document was in your fax's memory when you tried to turn off the security reception passcode. <i>Print the received document from your fax's memory, then retry the desired operation.</i>		
Scanner in use	The command you're trying to enter requires the use of the scanner, which is already in use. <i>Wait for the fax to complete the scan, then retry the desired command.</i>		
Too many characters	You attempted to enter too many numbers or other characters in the current operation. <i>Press [Cancel] to delete the extra characters, then try again. You may wish to review the operation's appropriate instructions.</i>		
Too many locations	You tried to enter department code more than 100. Your machine can store up to 100 department codes.		
Too many steps Sure to register?	You tried to enter too many steps for a macro. You can enter up to 60 steps into a macro key. <i>Press [YES] to tell your fax to register these steps, or press [NO] to cancel the registering.</i>		
1 Location or Less	You tried to enter too many forwarding numbers for fax forwarding through the numeric keypad. You can enter up to 201 forwarding numbers by using one-touch key, speed dial number, group number and numeric keypad, but you can enter only 1 location by using numeric keypad (see pages 2.23–2.24).		

Errors

When sending faxes, your machine occasionally runs into *communication errors*. These can be caused by anything from lightning to telephone line interference. (These same factors cause static, or *line noise*, you sometimes hear on phone calls.) They also can be caused by problems with the fax machine at the other end of the line.

Often, simply trying your call again is all that's necessary. However, *if the problem persists regularly*, call your local telephone company for help. If that doesn't help *and the problem persists regularly*, call your authorized Muratec dealer.

Error reports

When an error occurs, your fax machine prints an *error report*. Each fax error report lists an *error message* which includes:

- A possible *solution* to the problem
- The *sending location* (if the remote fax stores a Location ID of its own)
- The *result* — which is a special *error code*.
- A *sample* of the document's first page.

Kinds of error codes

The error code listed in the "Result" column of the error report indicates the specific problem encountered:

- "D" codes — Occur while *dialing*
- "R" codes — Occur during *reception*
- "T" codes — Occur during *transmission*

Specific errors

Following are some error codes you may see on an error report:

Dialing errors

- D.0.3, The remote unit didn't respond, the call couldn't be completed or **STOP** was pressed during dialing. *Retry the call. If your machine repeats the message, call the remote fax unit's operator and verify that unit is operating properly.*
- D.0.2 The remote unit is busy. *Try the call again.*
- D.0.6, Either the remote unit didn't respond, the call somehow didn't go through or
- D.0.7 **STOP** was pressed during dialing. *Try the call again.*

Reception errors

- R.1.1 The calling fax machine didn't respond to your fax machine. This can happen if someone dials a wrong number or if the remote machine restricts access through use of a passcode.
- R.1.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see Glossary, page AI.1) fax communication, the industry standard since the early 1980s.
- R.1.4 Someone pressed **STOP** at the receiving fax machine.
- R.1.5 The fax machine didn't detect the silence at the end of the call for receiving an RCR.
- R.2.3 Poor phone line conditions made fax communication impossible. *Call someone at the remote machine's location.*
- 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 problem during transmission.
- R.3.4 Poor phone line conditions may have prevented your fax machine from properly printing some or all of the pages it received.
- R.4.2 Either the line disconnected before transmission or the transmitting fax machine needs maintenance.
- R.4.4 The fax machine has reached its memory capacity.
- R.5.1, ECM reception failed (perhaps due to line noise).
- R.5.2
- R.8.1 A compatibility error occurred.
- R.8.10 Line noise or other problems prevented line probing.
- R.8.11 The fax machine timed out while waiting for the retrain signal.

Transmission errors

- T.1.1 The remote fax machine didn't respond to your machine. *Call someone at the remote machine's location.*
- T.1.2 Your fax machine's page counter detected a possible document feeder error. *Carefully put the document back into the feeder and try the call again.*
- 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 fax machine sends and receives only ITU-T Group 3 (see "Glossary," page AI.1) fax communication, the industry standard since the early 1980s.

- T.2.3 Bad phone line conditions made fax communication impossible. *Conditions can change rapidly, so try the call again later.*
- T.3.1 The page counter in your fax machine detected a document feeder error during transmission. *Carefully re-insert the document into the feeder and re-try the call.*
- T.3.2 The fax machine didn't detect the silence indicating the call had ended.
- T.4.1 The telephone line disconnected during transmission because of excessive modem errors or because remote unit ran out of paper. *Try the call again.*
- T.4.2 After transmission began, poor line conditions developed. *Try the call again.*
- T.4.4 Poor line conditions prevented transmission. *Try the call again.*
- T.5.1, T.5.2, T.5.3 ECM transmission failed (perhaps due to line noise). *Conditions can change rapidly, so try the call again later.*
- T.5.3
- T.8.1 A compatibility error occurred.
- T.8.10 Line noise or other problems prevented line probing.
- T.8.11 The remote fax machine didn't complete the equalizer training phase.

“Check Message” printouts

When there's a problem with a fax call and your machine detects an error, it produces an error printout headed by the words “Check Message.” This printout lists the following information about the transmission:

- The resulting error code
- A communications error message (see “What error messages can mean,” below)
- The phone number (or TTI, if programmed) of the fax machine with which your machine had attempted to communicate.

What error messages can mean

The error messages on Check Message printouts can mean a variety of things. Here's a brief summary:

Error message	Possible meanings
Check condition of remote fax.	<ul style="list-style-type: none"> • Remote machine malfunctioned • No “handshake” signals from remote fax • Wrong phone number reached
Repeat transmission.	<ul style="list-style-type: none"> • Poor phone line conditions • No “handshake” signals from remote fax • Document misfeed or miscount • Unable to reach remote machine after attempting specified number of redial tries
Line is busy.	<ul style="list-style-type: none"> • Remote machine's line was busy • Remote machine's line didn't answer
Check received documents.	<ul style="list-style-type: none"> • Remote confirmation signal not received from remote fax • Poor line conditions caused a poor image
Memory full.	<ul style="list-style-type: none"> • Remote fax's memory is full
Dialing number is not set.	<ul style="list-style-type: none"> • Stored phone number failed to dial properly
Stopped.	<ul style="list-style-type: none"> • Someone pressed STOP at the remote fax in the middle of the “handshake”

Common questions

We're here to help you!

The *Muratec Information System* is available to you 24 hours a day, 7 days a week. You can use your fax machine to call this “fax-on-demand” system and receive printouts of information, such as the most common questions asked about your machine. Often, this is the fastest way to find out the answer to any question you may have. And it's a free call!

To use the Muratec Information System:

- 1** On your fax machine, press **MONITOR/CALL** to get a dial tone, or lift your optional handset.
- 2** Call **1-800-215-1698**.
- 3** Follow the voice instructions you'll receive from the system.

General questions

- Q:** Where do I add ink or toner to make my fax machine's printouts darker?
- A:** *You can't adjust the darkness of an incoming fax printout, but you can adjust the darkness of a copy or of a transmission. Insert a document and press **CONTRAST** to adjust the contrast setting. “Dark” prints at the darkest setting. The machine will reset automatically to normal contrast after you finish copying or sending the fax.*
- Q:** When I unplug my machine or if the power goes off, will I lose the information I've stored — such as my **TTI**, autodialer entries, the time and date, etc. — and have to re-enter them?
- A:** No. There's a special battery built into your fax machine which protects user settings for several days if power fails or if you decide to move your machine. However, we do advise you to restore power to the machine as soon as possible.
- Q:** Can I use a dust cover on my fax machine?
- A:** No! A dust cover blocks air circulation, which could cause your machine to over-heat.

Sending faxes

- Q:** Sometimes, I try to send a fax while using either the optional handset or the **MONITOR/CALL** feature. But, when the other side answers, I hear a horrible screeching sound, so I hang up. What's happening?
- A:** That was the other fax machine trying to say “Hello” to your machine! You'll hear sounds like that any time you call a fax machine which is set to answer automatically (as when you set your machine to Auto Answer mode). It's by using these tones that fax machines are able to send faxes over ordinary phone lines. So, next time you hear the tones, press **START** (and, if you're using an optional handset, hang up) to send a fax.
- Q:** I just sent a fax. However, the number that appeared in my machine's display during the transmission wasn't the number I dialed. Why?
- A:** That number you saw is programmed into the remote fax machine by the user. Some users prefer different numbers to appear than the ones they're really using. And some people don't know how to change the number once it's set.
- Q:** Can I transmit and receive at the same time?
- A:** No. Use the call request feature (see page 2.26) to ask the person at the remote fax machine if he or she wants to transmit or receive after your fax communication 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 set 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, call *011*, then dial the appropriate country code, city code and phone number. (You may find country and city codes in the front section of your telephone directory.)
- Q:** Can I transmit if my fax machine runs out of paper?
- A:** Yes, but confirmation reports (see page 2.19) aren't available when you transmit without recording paper in your fax machine.

- Q:** Can I transmit a document that's extra long?
- A:** Yes, *if* the receiving fax machine is equipped to handle long documents. Many machines have a special setting which allows them to receive documents that exceed the normal length.
- Q:** Can I transmit a page from a newspaper?
- A:** No. A newspaper page can jam in your document feeder. First, use a copy machine to make an appropriately sized copy of the newspaper page, then transmit the copy.
- Q:** Can I transmit a page with correction fluid on it?
- A:** Yes, but only if the fluid is *completely dry* before you begin transmission.
- Q:** How can I be sure my fax was received?
- A:** Set your machine to print a confirmation report after each transmission (see pages 2.19).
- Q:** I don't want to install a dedicated phone line for my fax machine, so I've connected the machine 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 use only by your fax machine.
- Q:** Sometimes when I dial a fax call by using either the optional handset or **MONITOR/CALL**, I don't hear the fax receiving tones from the other machine. Am I doing something wrong?
- A:** When this happens, try pressing **START** (and then hanging up the optional handset if you're using it), as usual. It's possible you're calling an older, non-standard fax machine that *doesn't* emit answering tones. Even a few Group 3 faxes (see "Glossary," page A1.1) on the market sound a *sending* tone but don't sound a *receiving* tone. After you transmit, call the person at the other fax machine's location to see if that person got your document.
- Q:** I inserted a document in the feeder and dialed a fax number, but my machine didn't transmit the document. Instead, "**** Auto Redial ****" now appears on my LCD. What does this mean?
- A:** The remote fax machine was busy, so your machine will try the call again, automatically. As long as it hasn't stored more than 99 delayed commands (counting automatic redials), your machine should still accept commands from you. If it has exceeded this quantity and will accept no more commands, try cancelling one of the delayed commands (see page 2.11). If the machine *still* won't cooperate, keep cancelling commands until it does.

- Q:** The specifications (page A1.2 in "General reference") list an average per-page transmission time, but when I transmit a page it can take much longer. Why?
- A:** We base this specification on transmission of an industry-standard test document called *ITU-T Test Document 1* (sometimes also called the "Slerexe letter"). Fax manufacturers use this method to test transmission speeds. However:
- The pages you send may be darker, or otherwise contain more information, than ITU-T Test Document 1.
 - The transmission time measured for test documents doesn't include *handshake time* — the time during which two fax machines "introduce" themselves to each other and "agree on" the parameters of the call.
 - The specification time is based on the use of normal resolution mode. You may be using fine, superfine or grayscale transmission, each of which takes longer than normal mode.
- Q:** What's a *default*?
- A:** A default is a setting that your machine will always refer to if nothing else is programmed. For example, you can set the default for this machine to send a fax by using its memory. If you set this action as the default, that's how your machine will always send a fax, until you tell it to do differently.

Reports

- Q:** I called the number *011-555-555-1212*, but not all of the digits appear on my transmit confirmation report (TCR). Why didn't the whole number appear? How can I be sure my document went 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. These autodialer numbers will appear in their entirety on your TCR.

Receiving faxes

- Q:** My fax never answers. What's wrong?
- A:** Check to make sure your fax machine is properly connected to a working AC power outlet and phone jack. If you're using a second phone with your machine, make sure *it's* connected properly.
- Q:** Sometimes when I answer my machine with the optional handset, I hear a beeping sound that repeats every few seconds. Is this a fax?
- A:** Yes. When you hear these *fax tones*, someone is trying to send you a fax. Next time, press **START** and hang up the handset. Your fax will receive the message.
- Q:** Does my fax machine have to be plugged in to the AC power jack 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 fax machine is plugged into both the phone jack and the AC power jack. Make sure your fax machine is always plugged in so you never miss an important fax message.
- 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**.

Working with your answering machine

- Q:** People have complained that they call my fax machine and hear my answering machine's message, but are cut off before they can send a fax. What happened?
- A:** Any remote fax machine attempting to send a fax must "hear" responding fax tones within 40 seconds after the person at that machine presses the start key. That 40 seconds includes getting the dial tone, dialing the number, "listening" to the pause before the ringing starts and the remote fax machine answering the ring. Only after that time does your message play. That's why we urge you to create a short outgoing message. The shorter the waiting period, the more likely it is that the remote fax machine will proceed with the transmission. Please create an outgoing message on your answering machine that's no longer than 10 seconds (see page 1.13 for a suggestion).

Polling

- Q:** What's the purpose of polling?
- A:** Polling lets you automatically "pull" a document which is set in another fax machine. You can poll whenever 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.

How your fax machine works

How a fax machine works is simple:

You put a page into your fax machine's feeder and call a fax number. Your machine makes a satisfactory connection with the other machine, and then ...

- *Your machine takes the document.*
An image scanner in your fax machine examines the information on the page.
- *Your machine wraps the document.*
Your fax machine translates the scanned information into a numeric code and compresses the code for the fastest possible transmission speed.
- *Your machine sends the document.*
Finally, your fax machine sends the compressed code.

On the other end of the line ...

- The remote fax machine *receives* the code.
- Your machine *unwraps* the document.
The remote fax machine uncompresses and deciphers the code, turning it into a representation of the scan your machine made.
- The remote fax machine prints the representation.

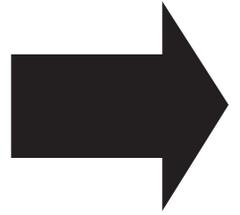
The only difference between a regular telephone call and a fax call is the *content* of the transmission:

- On a regular call, your telephone sends your voice.
- On a fax call, your fax machine sends a coded image.

The way fax machines work is regulated closely by the International Telecommunications Union (ITU), an agency of the United Nations. The standards the ITU applies ensure the compatibility of your fax machine with millions of other machines worldwide. However, they also limit the way you can use your machine with other devices, such as telephones and answering machines.

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Appendix and index



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Glossary

This glossary contains terms you may encounter when discussing or reading about fax machines. Please use these definitions for reference only. A list of definitions can also be found on the Muratec website at www.muratec.com.

24-hour format — Also called *military format*. A format for keeping time that does not use a.m. or p.m. to distinguish between morning and afternoon. In the 24-hour format, one o'clock in the morning marks 1:00, noon marks 12:00 and midnight marks 24:00. To calculate the 24-hour format, add 12 hours to all times after noon.

For example, *1:30 p.m.* would be *13:30* in the 24-hour format; *10:45 p.m.* would be *22:45* in the 24-hour format. And *11:15 a.m.* would be *11:15* in the 24-hour format.

A3, A4, B4 — Standard stationery sizes defined by the International Standards Organization, an agency of the United Nations. See also *Paper sizes*.

ADF — Automatic document feeder. See *document feeder*.

Alternate number — The number your machine dials after all attempts to the regular number fails. The user programs this alternate number, if so desired.

Answering machine — See *TAD*.

Autodialing — Enables user to store preprogrammed telephone numbers in the unit's memory. Storage capability varies from unit to unit.

Automatic fallback — The ability of a fax machine to slow down ("fall back"), when communicating with another fax which is communicating at a slower rate.

Automatic reduction — Many Muratec fax machines will automatically reduce the size of documents being transmitted to accommodate the effective printing width of the receiving unit. For example, this allows a fax machine with a 10" scanning width to send an image 10" wide to a unit with an 8.5" print width. The receiving fax machine will receive a reduced-size printout of the complete image.

Bit — The smallest unit of information in a computer. Some Muratec fax machines, which are actually computers "dedicated" to telecommunications, allow users to change bits of information to provide or cancel features through software settings.

Bits per second — See *bps*.

Black density — Also called *black coverage*. The amount of non-white area on a page. For example, most regular office correspondence has a black density well under 10%, due to the presence of margins, spaces between words, spaces between lines and paragraphs and even spaces within letters. However, drawings and photographs have a much higher black density, sometimes approaching 100%. The higher a page's black density, the more slowly a fax machine sends it.

Broadcast — A fax transmission in which a single document is sent to more than one location.

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

Byte — A group of digital elements, usually sent as eight bits to the byte.

Call reserve — Also called *call request*. An ITU-T standard fax feature which allows a user to request voice communication prior to, during or after transmission.

Call-waiting service — An optional telephone company service that alerts you to another incoming call when the phone is already in use. Call-waiting signals often cause interruption of fax transmission or reception.

Caller ID — Optional service provided by your local telephone company that allows you to see a display of the number (phone or fax) that is calling.

CCITT — See *ITU-T*.

CCD, CIS — Charged coupled device, contact image sensor. Two types of scanning mechanisms used in some Muratec fax machines. The CCD "reads" fluorescent light bouncing off a document. The CIS uses a flat bar of light-emitting diodes (LEDs).

Command queue — The "list" your machine keeps of all its pending commands.

Command number — The number your machine gives to each "job" it is programmed to complete. You must know the command number in order to cancel or change any of the machine's jobs that it stores.

Compatibility — The term "compatible" describes the ability of separate things to function together. Your Muratec fax machine features ITU-T Group 3 compatibility, the modern standard for worldwide communication.

Confidential transmission — See *SecureMail*.

Confirmation report — See *RCR* and *TCR*.

Continuous polling — See *Polling*.

Copy mode — Allows your fax machine to be used as a convenience copier.

Cover page (automatic) — A small, user-created message; can be the first page of every transmission.

Database polling — See *Polling*.

Data compression — Used in digital fax machines to speed transmission. See also *Digital fax, MH* and *MSE, SMSE*.

Default — The setting your machine will always refer to if no other action has been programmed. For example, you can set the default for this machine to send a fax by using its memory. If you set this action as the default, that's how your machine will always send a fax, until you tell it differently.

Delayed command — Transmission or polling operation set by the user to occur later, automatically, at a predetermined time. Great for reducing costs by making fax calls during times when telephone costs are lowest, such as late at night or on weekends.

Digital — Using the binary system (which uses a combination of *0s* or *1s*) to describe everything, so that *0* means *off* and *1* means *on*; digital fax machines convert the graphic image of your document into a series of zeros and ones by using the binary system of transmission to encode black and white occurrences. This increases transmission speed by passing over white spaces. See also *White-line skip*.

Digital fax — Unlike analog systems that scan every portion of a document, digital fax machines survey a document's overall picture content. Digital fax machines scan a line and convert the information into a binary code of zeros and ones. The fax machine takes this information and compresses it, providing high transmission speeds. Many Muratec units offer proprietary methods for faster transmissions between Muratec-manufactured units (see also *MSE, SMSE*).

DIP switches — Dual in-line package switch; a two-position on/off switch. Many Muratec fax machines include DIP switches to control optional settings or features.

Document feeder — The adjustable slot into which users place documents for faxing or copying.

Effective printing width — The widest image that can be printed on a fax.

Effective scan width — The maximum width the scanner in a fax can scan during transmission.

F-Code — A fax-industry standard created by the ITU-T for sub-addressing/password-based communications. Because F-Code is an industry standard, Muratec fax machines as well as all ITU-T equipped fax machines from other manufacturers can communicate with each other using sub-addressing.

Facsimile (or fax) — A form of communication involving the scanning and decoding of a document into electrical signals and transmitting of the document, over telephone lines to another device. This device then reconstructs the signals to produce an exact duplicate of the document. Also, a machine that performs such communication.

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

File number — A number the machine gives to each document it stores for a batch, F-Code or polling operation.

Fine resolution — 203H × 196V lpi. Also shown as *G3F* ("Group 3 fine") on some fax units.

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

Group 3 — Refers to fax machines that use digital encoding. These units transmit one page in less than one minute and produce resolution of 203 × 98, 203 × 196, or 406 × 392 lpi.

Halftone — See *Grayscale*.

Handshaking — An exchange of data between telecommunications and/or computer equipment that "introduces" two systems to each other. For example, faxes use a handshaking protocol to identify the ITU-T group of each unit and to begin fax communication.

Hub — See *Relay broadcasting*.

Hz (or Hertz) — A measure of frequency equal to one cycle per second. Used in the specifications for a fax machine, it identifies the AC power the unit requires.

ITU-T — International Telecommunications Union – Telecommunications Sector. (Formerly known as *CCITT*, for *Consultative Committee for International Telegraph and Telephone*.) A telecommunications forum for member countries of the United Nations whose Study Group XIV established the primary groups for fax equipment, covering communication protocol and transmission. Muratec Group 3 fax machines offer the fastest transmissions allowed by the ITU-T when communicating with other Group 3 units.

ITU-T Test Document 1 — Also called the *Slerexe* ("*slehr-rehks*") letter; An ITU-T standard document with a known black density which fax makers often use to test transmission speeds of their fax machines. Published transmission speeds are also based on this document.

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.

JBIG — Joint Bi-level Image experts Group, the new ITU-T standard image data compression method. As JBIG compresses the data more efficiently than MMR, it is especially effective when transmitting halftone (grayscale) image document. (Of course, the compression ratio may vary with the image data.)

Laser printing — A plain-paper printing system. Toner is attached to a charged drum and an image is transferred onto plain paper through electrical currents, then fused with heat and pressure to produce a dry, permanent printout.

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

Leased line — See *Private line*.

Load number — A number assigned to telecommunications equipment used in Canada; designed to help prevent overloading on a telephone circuit. See also *Ringer equivalence number*.

Location ID — See *Station ID*.

lpi — Lines per inch. The way fax image resolution is measured. (For example, see *Normal resolution*.)

Memory — Internal document storage. In Muratec fax machines, random access memory in the form of computer chips is used to store and hold documents for transmission and to hold some documents that have been received.

Memory overflow — A message that appears on the machine's LCD when the current operation requires more of the machine's electronic memory than what is available.

MH — Modified Huffman, the standard ITU-T Group 3 data compression method. A one-dimensional coding scheme that compresses data in a horizontal direction only. A feature of all Muratec fax machines, MH assures transmissions faster than one page per minute when communicating with other Group 3 units, regardless of manufacturer. See also *MR, MMR, MSE, SMSE*.

Military format — See *24-hour format*.

Modem — Modulator-demodulator. A device that converts digital data, like information from a fax machine, into an analog signal for transmission over ordinary telephone lines. A modem is included in a fax machine and allows it to be connected directly to a PSTN telephone line.

MR — Modified Read, an ITU-T Group 3 standard data compression method. A two-dimensional coding scheme that compresses data in both horizontal and vertical directions and allows for faster transmission when communicating with other Group 3 units, regardless of manufacturer. See also *MH, MMR, MSE, SMSE*.

MMR — Modified Modified Read, an ITU-T Group 3 standard data compression method. A two-dimensional coding scheme that compresses data in both horizontal and vertical directions and allows for faster transmission when communicating with other Group 3 units, regardless of manufacturer. See also *MH, MR, MSE, SMSE*.

Monitor — A speaker in most Muratec fax machines which allows the user to hear the dialing process. This is not a speakerphone, because it has no microphone for speaking to the person being called. For regular two-way voice communication, users must use the optional handset. See also *On-hook dialing*.

MSE, SMSE — Muratec's proprietary data compression methods, allowing a Muratec-manufactured fax machine to transmit more quickly when communicating with another Muratec-manufactured unit. MSE and SMSE are features on many Muratec fax machines. See also *MH, MR, MMR*.

Normal resolution — Shown as "norm"; 203H × 98V lpi. The default resolution mode for all Muratec fax machines.

One-touch dialing — Allows the fax user to store frequently used fax numbers for dialing with the touch of one key. See also *Autodialing* and *Speed-dialing*.

On-hook dialing — Dialing numbers by using the keypad on the fax unit without lifting a handset. On most Muratec fax models, the user can do this either silently or by using the monitor. See also *Monitor*.

Original document size — The largest (or smallest) document that can be fed safely through a fax machine.

Override — To change existing settings.

Paper sizes — All are width × length:

Letter-sized = 8.5" × 11.0" (216 × 279 mm)

A5 = 5.8" × 8.3" (148 × 210 mm)

A4 = 8.3" × 11.7" (210 × 297 mm)

A3 = 11.7" × 16.5" (297 × 420 mm)

Legal-sized = 8.5" × 14.0" (216 × 356 mm)

B5 = 7.2" × 10.1" (182 × 257 mm)

B4 = 10.1" × 14.3" (257 × 364 mm)

Passcode — A four-digit code-number. On your fax machine, the protection passcode lets the user limit access to fax operations, as well as certain settings and even documents readied for polling (in the case of polling, only calling machines whose users enter the proper passcode will be able to poll the document.)

PBX (or PABX) — Private branch exchange; 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. The user should not connect a fax unit to a PBX without first checking with the system manufacturer or service representative.

PCL — Page Control Language. An industry standard for printer control. Some Muratec fax machines include or offer PCL-compatible printing for Windows-based personal computers.

Platen — A traditional copier-style top to a fax machine or digital copier. Some Muratec fax machines and multifunctional products include a platen top, allowing you to fax from books and other awkward sources.

Polling — Automatic transmission to a calling remote fax, or reception of a document from a remote fax set for this operation. Polling is convenient whenever a central unit must receive information from one or several remote faxes. The caller bears all telephone charges and prevents several remote units from calling at the same time. See also *Secure polling*.

Private line — (Or *leased line*.) A service offered by many telephone systems; provides an exclusive phone circuit between two geographic points. A Muratec fax does not require a private line. See also *PSTN*.

Proprietary — Non-standard. In fax, refers to a feature which works only in communications between fax machines that are the same brand.

PSTN — Public switched telephone network; the most common type of telephone lines and service in use, in contrast to private or leased lines. A Muratec fax provides fast, reliable data transmission over a PSTN line, and does not need a special or dedicated telephone line. See also *Private line*.

QuadAccess® — Muratec's QuadAccess allows your Muratec fax machine to perform four or more tasks simultaneously without slowing.

RCR — Receive confirmation report. An RCR is your assurance that the document you transmitted was received. The RCR prints after your transmission, identifying the receiving unit and recording the date, time, transmission mode, number of pages sent and the result. The RCR is an exclusive feature of Muratec fax machines and is available only when transmitting to other, compatible Muratec fax machines. See also *TCR*.

Receiver ID — See *Station ID*.

Redialing — The dialing again, either manually or automatically controlled, of the most recently dialed fax or phone number. Automatic redialing follows an unsuccessful dialing attempt.

Relay broadcasting — Lets some Muratec fax machines store a document in internal memory, transmits the document to the memory of a remote “hub” fax and then instruct that unit to relay (re-transmit) the document to each fax in a call group in the “hub” unit. This feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission to hundreds of preprogrammed fax locations. It also saves phone charges for the originating machine. Your machine can initiate a relay broadcast.

Remote fax machine — The machine on the other “end” of a fax communication.

REN — See *Ringer equivalence number*.

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 (lpi) the unit can print. A Muratec unit may offer one or more of these resolution levels:

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

Some Muratec units also offer grayscale transmission (see also *Grayscale*) for accurate reproduction of photographs and other shaded originals.

Ringer equivalence number — Also called *REN*. A number assigned to telecommunications equipment used in the United States; designed to prevent overloading on a telephone circuit. See also *Load number*.

Scanning width — See *Effective scanning width*.

SecureMail — Allows a Muratec fax user to send a document to or receive one into (usually something confidential) an “electronic mail box.” The transmission is protected at the receiving Muratec fax by an access code; the receiving fax prints the document only when an authorized user enters the code.

Secure polling — Polling in which preset passcodes are checked between two machines before polling is allowed to take place.

Speed-dialing — Allows the fax user to store frequently used fax numbers for dialing with the touch of three keys — an identifier key (either * or #) and then a three-digit code — for each number. See also *Autodialing* and *One-touch dialing*.

Station ID — (Also called *Location ID* or *Receiver ID*.) An autodialer feature which lets the fax user enter a descriptive name to correspond with the number in an autodialer entry. For example, rather than entering only *1-972-555-3465*, the user can enter that number and a name, such as *Dallas Branch Office*. (Many Muratec models with this feature allow entry of both upper-case and lower-case letters, for greater ease of reading.)

Subaddressing — An ITU-T standard allowing fax machines to specify special delivery characteristics of a transmission. For example, subaddressing allows fax machines from different manufacturers to send and receive messages into confidential memory mailboxes, or to retrieve specific files from polling memory.

Subscriber ID — A fax machine’s telephone number, as identified by a user setting. See *TTI*.

Super Group 3 — An extension of Group 3 fax technology standards, allowing the use of high-speed v.34 bis modems for 33.6 Kbps transmission and high-speed protocols for rapid handshaking.

Superfine resolution — 203H × 392V lpi. Your Muratec fax machine’s superfine transmission mode is Group-3-compatible, not the more limited proprietary version.

TAD — Telephone answering device, or answering machine. Records incoming voice messages for playback. You can connect a TAD to a Muratec fax machine and use the two on one phone line.

TCR — Transmit confirmation report; this provides proof that your Muratec fax did send the document you set for transmission. Printed after transmission, the TCR also identifies the telephone number to which the fax sent the document, plus the actual time of transmission and how many pages the unit transmitted. See also *RCR*.

Thermal (paper) printing — A thermal head heats chemically treated, thermally sensitive paper in patterns conforming to the image the machine has scanned, creating a printed image. Thermal paper’s tendency to discolor and fade, in addition to its curliness and the usual difficulty in writing on it, have made this method considerably less popular than plain-paper fax printing — particularly as plain-paper fax machines have dropped sharply in price.

TriAccess — Muratec’s TriAccess allows a Muratec fax machine to perform three or more tasks simultaneously without slowing.

TTI — Transmit terminal identifier. A user-programmable line of information sent automatically with every page a fax machine sends; it appears at the top of each page printed by the receiving unit.

Transmission speed — How fast a fax machine is sending a fax document. This speed depends upon the modem speed of each unit, the resolution setting, the content of the document, the encoding technique and the condition of the phone line (clean, noisy, etc.) Any change in any one of these five conditions will affect the speed, sometimes significantly.

v.29 and v.27 ter — A standard set of communication procedures allowing fax machines to talk to other units using those standards. Specifically, these standards cover fax transmission at 9600 bps or slower.

v.34 — An international standard for fax modems — and other modems — with transmission speeds of up to 28.8 Kbps. The v.34 protocol is sometimes referred to as “v.Fast”, because it represented a significant increase in possible transmission speed compared to the transmission protocol it replaced.

v.34 bis — A faster version of the v.34 standard, and sometimes referred to as “v.34 Plus” or “v.34 +”. The v.34 bis protocol allows transmission at up to 33.6 Kbps, and represents the current maximum standard transmission speed possible under ITU-T Group 3. (The term “bis” is French, and designates the “second” version of the protocol.)

White-line skip — A technique used to speed up fax transmission by bypassing redundant areas, such as white space.

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