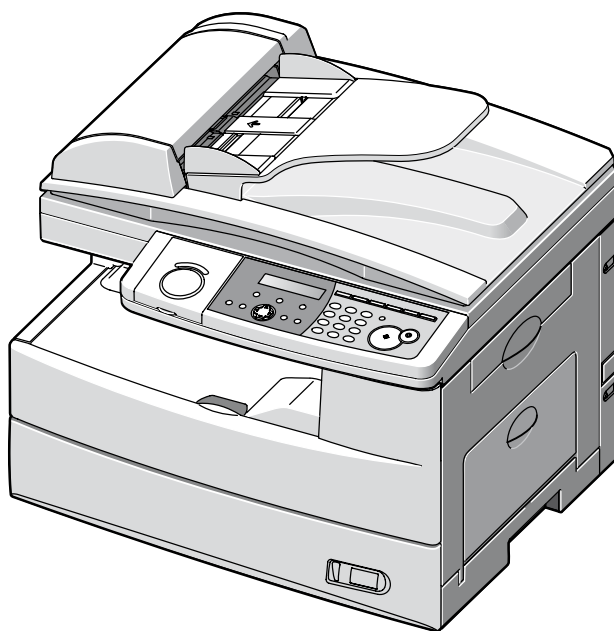




Office
Bridge™ for MFX-1330

User's Guide



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Chapter

1

Getting Started

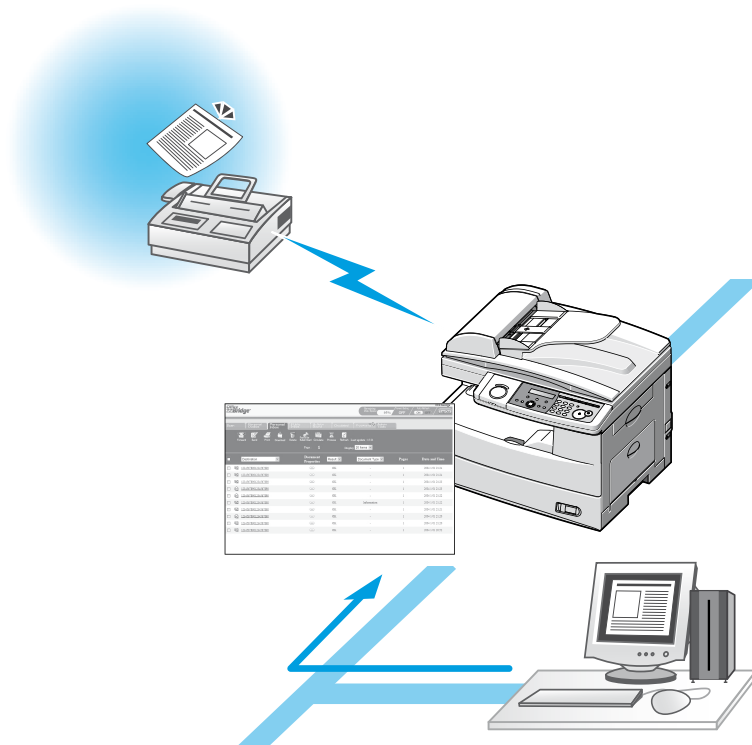
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Main functions of “OfficeBridge”

Sending / Receiving faxes and e-mails

Using OfficeBridge, you not only can send a document from a PC application to a remote fax machine or e-mail location, but also read documents that have been routed to your PC. This process allows you to save time and reduce the paper consumption in your office.

See [“PC fax transmission and reception”](#) for more information.



Network scanning

Network Scanning is a function that internally stores images read by the unit and reuses the images when prompted.

Scanned documents can be sent as fax documents, posted to the bulletin board, or circulated etc. Also, if you use TWAIN-compliant application software, you can convert the images into picture files.

See [“Network Scanning”](#) for more information.



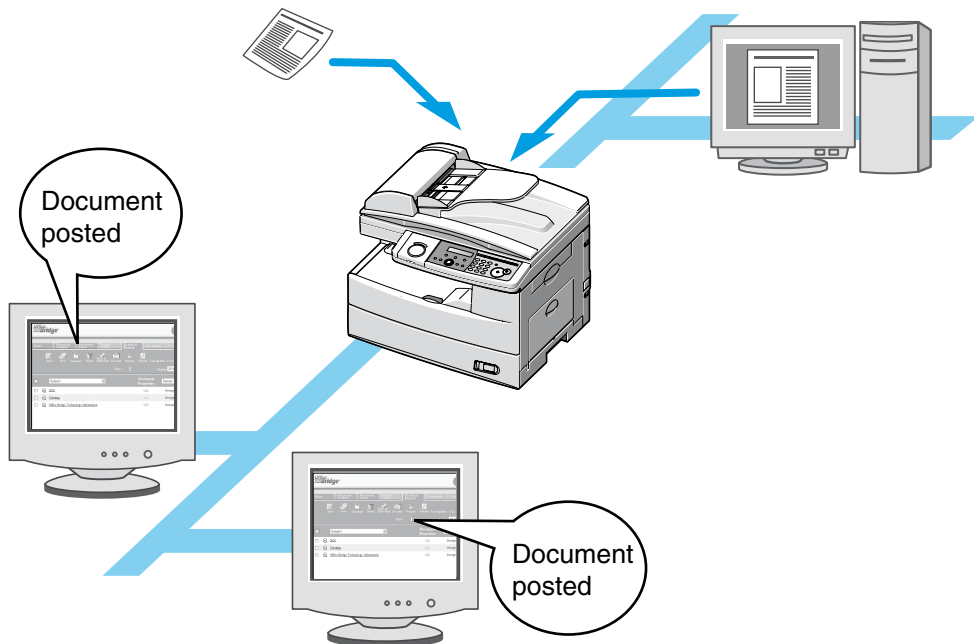
Bulletin board

“OfficeBridge” has a “Bulletin Board Document” list.

This document list is the area where any registered OfficeBridge users can view documents.

You can add personal Inbox documents, scanned documents, etc. to the “Bulletin Board Document” list and notify all users of the contents. Also, a bulletin board viewing period can be set.

See [“Bulletin Board”](#) for more information.



Circulation

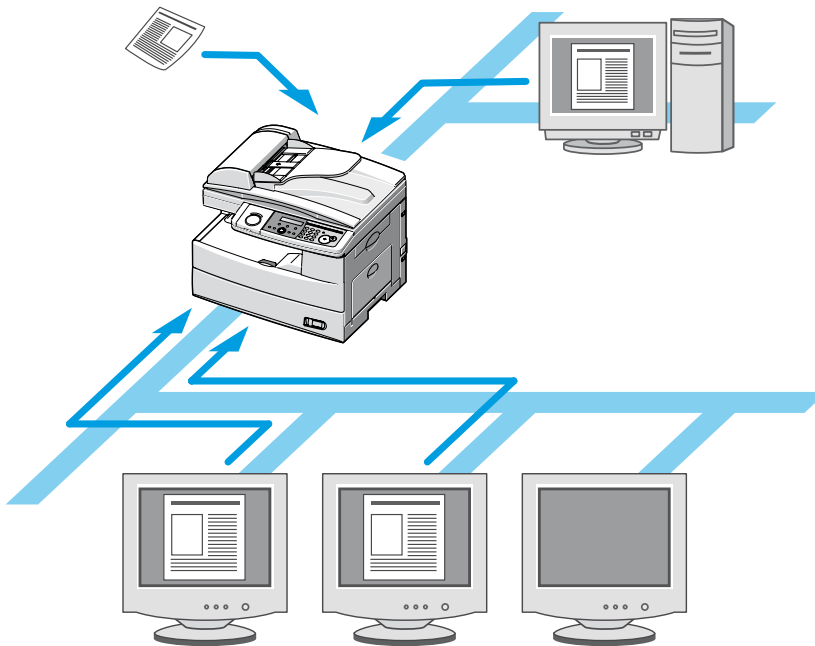
“OfficeBridge” has a “Circulation Document” list.

This document list is used to distribute information to both individual users and group members simultaneously.

You can add personal Inbox documents, scanned documents, etc. to the “Circulation Document” list and notify users of the contents.

Both the originator and recipients can check the read status of each document. Also, a preservation time period can be set that will store the document for a certain time period after the circulation process has been completed.

See [“Circulation”](#) for more information.



Request processing

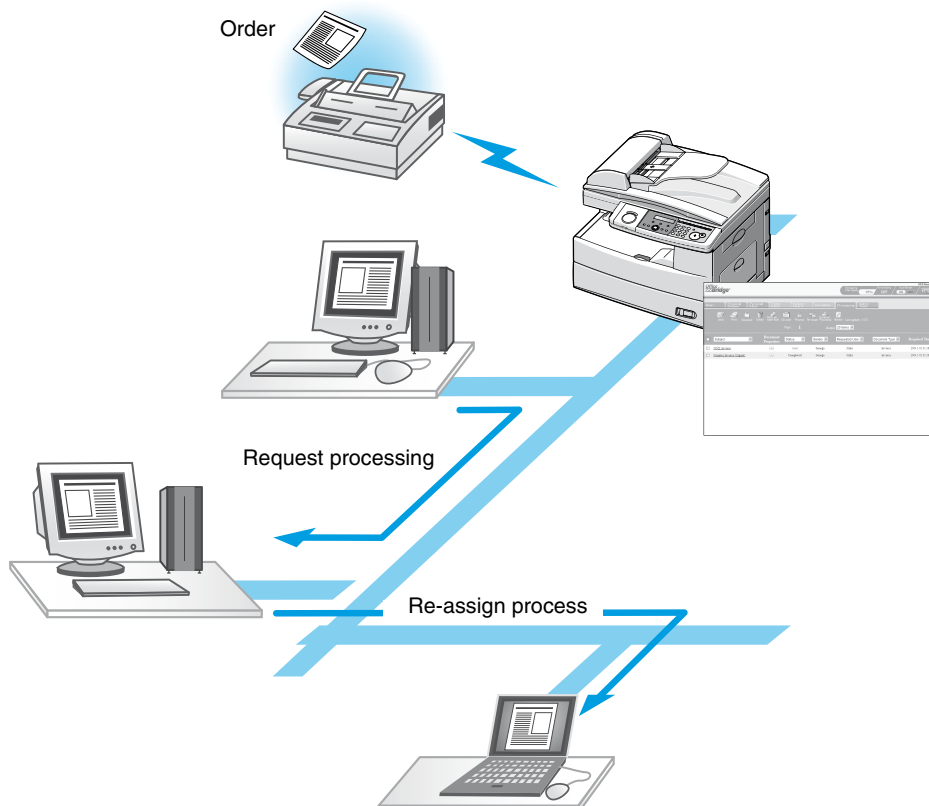
“OfficeBridge” has a “Request Processing Document” list.

This document list allows users to request document processing to other users.

The processor can notify the originator of its status and completion.

If the processor cannot process the document, she/he can forward the document to another user for processing.

See [“Request Processing”](#) for more information.

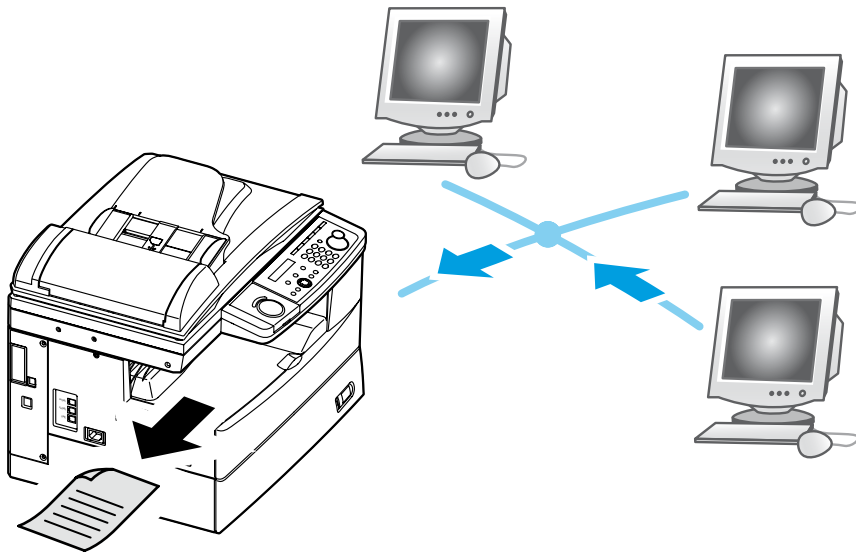


Network printing

“OfficeBridge” allows the machine to be used as a network printer.

By selecting the dedicated “Muratec OfficeBridge print driver”, you can use the machine to print high-resolution documents.

See [“Network printing”](#) for more information.



OfficeBridge InfoMonitor

“OfficeBridge InfoMonitor” is an application software that notifies users of new “OfficeBridge” arriving documents, the results of fax and e-mail transmissions or other events on the “OfficeBridge”.

If this application is running, those events are announced with a pop-up message display and flashing task tray icon.

See [“Using the InfoMonitor”](#) for more information.

OfficeBridge Document Download Manager

“OfficeBridge Document Download Manager” is an application software that automatically downloads newly arrived documents to a specified location on your computer.

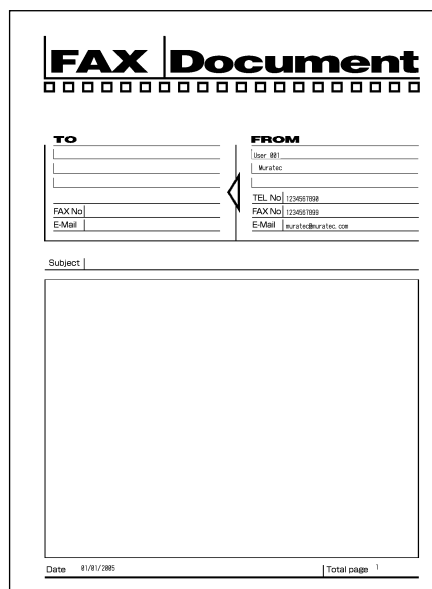
If you always have this application running, documents can be routed either automatically or manually.

See [“Using the Document Download Manager”](#) for more information.

OfficeBridge CoverPage Editor

“OfficeBridge CoverPage Editor” is an application software that allows you to create and store customized cover pages.

On the cover page, you can insert information registered in the address book. The information you insert here is automatically set to the correct information for each destination, so there is no need to create a new cover page for each destination. You can also create and use different cover pages for different destinations and objectives.



The image shows a sample cover page form for a fax document. At the top, it says "FAX Document" in a bold, sans-serif font, followed by a decorative line of small squares. Below this, there are two main sections: "TO" and "FROM". The "TO" section has fields for "User ID", "Fax No.", and "E-Mail". The "FROM" section has fields for "User ID", "Fax No.", "TEL No.", and "E-Mail". A large, empty rectangular box is positioned below these fields, likely for a message or image. At the bottom left, there is a "Date" field with the value "8/19/2005". At the bottom right, there is a "Total page" field with the value "1".

(Sample)

See [“Using the CoverPage Editor”](#) for more information.

Muratec OB TIFFMaker

TIFFMaker is a print driver that converts files into Tagged Image File Format (TIFF) from your software application.

For example, if you attach a TIFF file converted by TIFFMaker to the Muratec Internet Fax via e-mail, you can use the Muratec Internet Fax machine as a PC printer. Also, by using the e-mail forwarding feature on the Muratec Internet Fax machine, you can send your electronic document to a remote fax machine without printing.

See [“Using the Muratec OB TIFFMaker”](#) for more information.

Installing OfficeBridge on your PC

Refer to the “Setup Guide” located on the CD supplied with OfficeBridge expansion kit.

Logging in/out of OfficeBridge

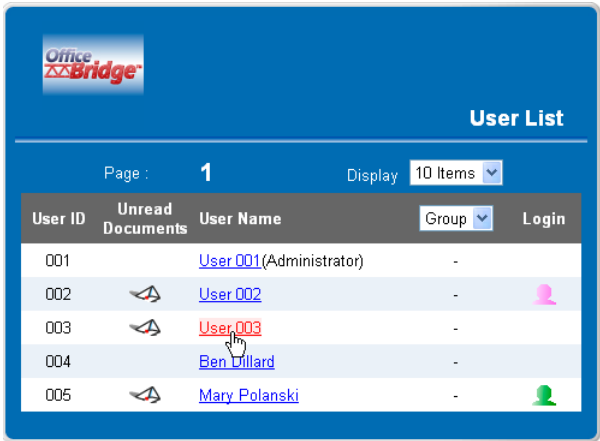
NOTE: In order to gain OfficeBridge access, you must be a registered user. Contact your System Administrator if necessary.

Logging into OfficeBridge

- 1 Enter your machine's IP address in the URL address field of your browser (for example, <http://192.168.1.10/>).
– or –
If you created the “OfficeBridge” shortcut on your desktop, double-click it.

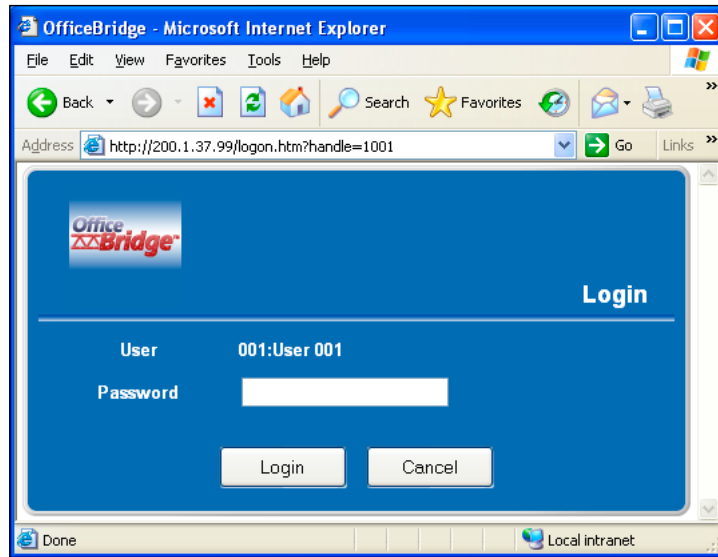


- 2 In the “User List” dialog, click your user name to login.
When only one user is registered, the “User List” screen does not appear, skip to step 4.

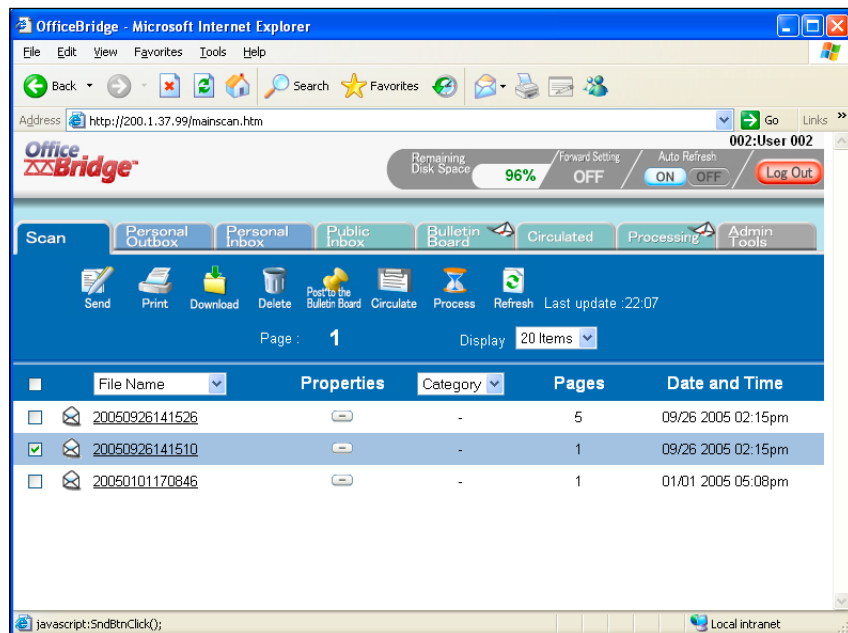


Item	Description
“Page”	The large number is the page currently being displayed. The underlined numbers indicate pages that can be displayed.
“Display”	Sets the number of addresses to be displayed (10, 20, or all).
“User ID”	Displays the user IDs of the users.
“Unread Documents”	The letter icon indicates that there are unread files.
“User Name”	Click the name to login.
“Group”	If you select your group, it will make it easier to find your user name. Select the list button to filter the groups.
“Login”	Icons are used to show which users have logged in.

- 3 Enter your password.
If you have not setup a password, skip to step 4.

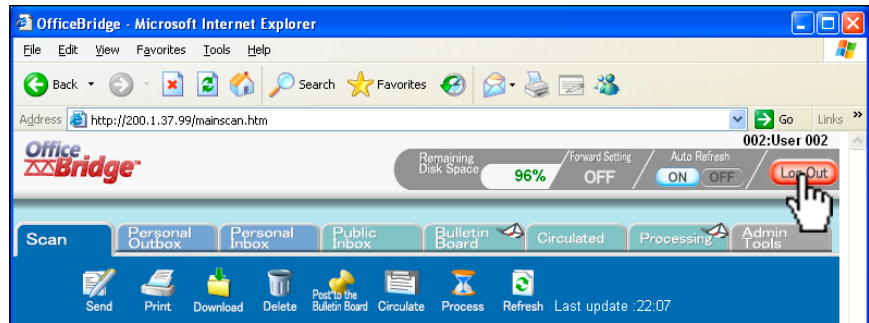


- 4 You are now logged in.



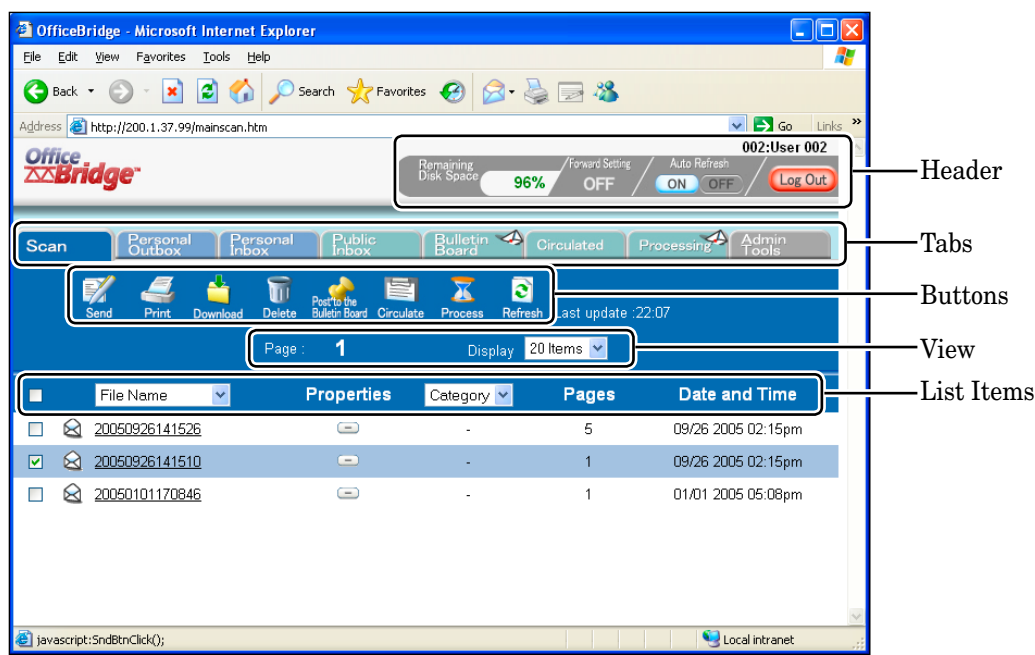
Logging out of OfficeBridge

- 1 Press [Log Out].




NOTE: Simply closing the window does not mean that you have logged out OfficeBridge.

Reviewing the document list



Items		Description
Header	“User Name”	The user name will be displayed here.
	“Remaining Disk Space”	This displays the amount of free memory remaining within OfficeBridge. If there is not enough memory, you may not be able to scan documents with large contents or receive documents.
	“Forward Setting”	This shows the status for the Forward setting for your Personal Inbox. To set up or change the settings, see “Forwarding Settings” on page 3-22.
	“Auto Refresh”	Select whether to make the Auto Refresh function active or not. The selected status will be highlighted. If [ON] is selected, it will be refreshed every five minutes automatically. If [OFF] is selected, press [Refresh] to see the latest information.
	[Log Out]	Select this button to log-out of OfficeBridge.

Items		Description
<p>The document list screens have the following eight categories. When you click a tab, the document list category will open.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • If a category contains an unread document,  will be displayed on the tab. • The document list screen displayed immediately after login is the category that has unread documents. If there are multiple categories with unread documents, the category on the left will take precedence. 		
Tabs	“Scan”	The scanned documents will be listed on this tab.
	“Personal Outbox”	The files you have sent will be listed on this tab.
	“Personal Inbox”	The files you received will be listed on this tab.
	“Public Inbox”	The files that the machine has received will be listed on this tab.
	“Bulletin Board”	The files that are posted on the bulletin board are listed on this tab.
	“Circulated”	The files that are circulated are listed on this tab.
	“Processing”	The files that you have requested or you are requested to process are listed on this tab.
	“Admin Tools”	The tab contains OfficeBridge settings and functions that can be adjusted.

Items		Description
Buttons	[Send]	<p>Selecting a file and clicking this button will send the selected files to other faxes, e-mail addresses or OfficeBridge users.</p> <p>See “Sending document in the machine memory” on page 2-2 for details.</p>
	[Print]	<p>Selecting a file and clicking this button will print the selected file.</p> <p>See “Printing documents in the machine memory” on page 2-38 for details.</p>
	[Download]	<p>Selecting a file and clicking this button will download the selected file to your PC. The file will be downloaded by the specified format, which you can specify in “Initial Settings”.</p> <p>See “Download the scanned image from the scan box” on page 2-18 for details.</p>
	[Delete]	<p>Selecting a file and clicking this button will delete the selected file.</p>
	[Post to the Bulletin Board]	<p>Selecting a file and clicking this button will post the selected file to the bulletin board.</p> <p>See “Posting a file from your browser” on page 2-22 for details.</p>

Items		Description
Buttons	[Circulate]	Selecting a file and clicking this button will circulate the selected file. See “Circulating a file from your browser” on page 2-26 for details.
	[Process]	Selecting a file and clicking this button will request other users to process the selected file. See “Creating a processing request from the browser” on page 2-33 for details.
	[Refresh]	Refreshes the screen.
	[Resend]	(This button is only in the “Personal Outbox” tab) Selecting a file and clicking this button will send the file again. See “Sending documents again” on page 2-13 for details.
	[Cancel]	(This button is only in the “Personal Outbox” tab) Selecting a file and clicking this button will cancel the transmission.
	[Forward]	(This button is only in the “Personal Inbox” and “Public Inbox” tab) Selecting a file and clicking this button will forward the selected file to other destinations. See “Forwarding received documents” on page 2-13 for details.
	[Re-assign]	(This button is only in the “Processing” tab) Selecting a file and clicking this button will forward the assigned job to someone else. See “Creating a processing request from the browser” on page 2-33 for details.
	[Complete Processing]	(This button is only in the “Processing” tab) Selecting a file and clicking this button will inform users that the job has been completed. See “Changing the job status to “Completed” on page 2-37 for details.

Items		Description
View	Page	This number shows how many pages there are on the current tab. This will also proceed to the next page. The underlined numbers indicate pages that can be displayed; the current page will not be underlined.
	Display	Choose how many files you want to view on one page. The choices are 10, 20 and all files.

Items		Description
List Items	“File Name”	(This item is only at “Scan” tab) The file names are displayed here. You can give the file a name when you scan the document. If you do not, the scanned date and time will be the file name. When you click the list button and select a file name, the list will be narrowed down by that file.
	“Properties”	By clicking the icon at “Properties”, you can see the properties or the senders comment according to the kind of the document.
	“Category”	The categories are displayed here. You can give the file a category when you make the file. When you click the list button and select a category, the list will be narrowed down by that category.
	“Pages”	The page numbers of the files are displayed here.
	“Date and Time”	The date and time when the file was made or received are displayed here.
	“Destination”	(This item is only at “Personal Outbox”, “Personal Inbox” and “Public Inbox” tab) The fax and e-mail destinations are displayed here. When at a broadcast transmission, the first entered destination will be displayed. To see all broadcasted destinations in detail, click [Broadcast Details]. When you click the list button and select a destination, the list will be narrowed down by that destination.
	“Result”	(This item is only at “Personal Outbox”, “Personal Inbox” and “Public Inbox” tab) The communication status is displayed here. When you click the list button and select a status, the list will be narrowed down by that status.
	“Send Time”	(This item is only at “Personal Outbox” tab) The transmitted time is displayed here.
	“Subject”	(This item is only at “Bulletin Board”, “Circulated” and “Processing” tab) The file subjects are displayed here. You can give the file a subject when you post, circulate or request processing the file. When you click the list button and select a subject, the list will be narrowed down by that subject.
	“Sender”	(This item is only at “Bulletin Board” and “Processing” tab) The senders of the files are displayed here. When you click the list button and select a sender, the list will be narrowed down by that sender.

Items		Description
List Items	“Confirmation”	(This item is only at “Circulated” tab) The confirmation status of the files are displayed here. When you click the list button and select a status, the list will be narrowed down by that status.
	“Status”	(This item is only at “Processing” tab) The job status of the files are displayed here. When you click the list button and select a status, the list will be narrowed down by that status.
	Receiver”	(This item is only at “Processing” tab) The job receivers are displayed here. When you click the list button and select a receiver, the list will be narrowed down by that receiver.
	“Required Time”	(This item is only at “Processing” tab) The requested time is displayed here.

Shutdown operation

IMPORTANT: After setting up OfficeBridge, make sure to perform the shutdown operation. Also make sure to perform the shutdown operation, every time when the power supply to the machine is turned OFF.

- 1** Press [Menu], [8].

[Program]	No. 8
8 OB Shutdown	

- 2** Press [Enter].

OB ShutDown?
Yes → Enter

OB ShutDown?
No → Cancel

- 3** Press [Enter] to shutdown the MFP.
To cancel this operation, press [Cancel].

Chapter

2

Using OfficeBridge

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PC fax transmission and reception

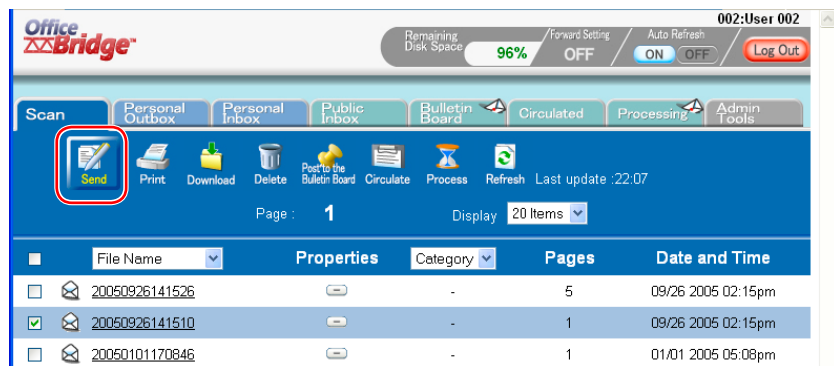
Here we explain how to send and receive documents using “OfficeBridge”.

There are two ways of sending documents. One is to send a document in the document list to the destination by fax or e-mail. The other way is to send directly from a PC application to a remote fax machine or e-mail location.

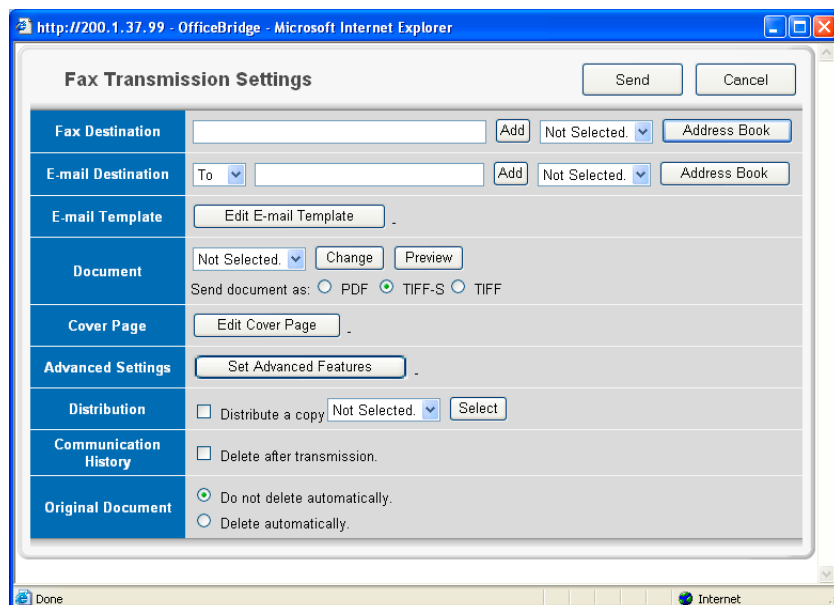
When you set up the “Forward Settings” or “Received Fax Forwarding” in “Admin Tools”, you can receive faxes and e-mails in the Public Inbox or in a Personal Inbox.

Sending documents in the machine's memory

- 1 Login to the OfficeBridge.
- 2 Select the file you want to send by checking the box next to the file.
 - When you are going to send a file from the Temporary Storage or send only a cover page, select nothing.
- 3 Click [Send] icon.



The “Fax Transmission Settings” dialog will appear.



- 4 Specify the destinations and make and adjust any settings.
 - To enter destinations, see [“How to enter the destinations”](#) on page 2-5.
 - To adjust settings, see [“Setting transmission functions”](#) on page 2-11.
- 5 Click [Send].

Sending a document from a PC application

After the PC-FAX driver is installed on your PC, you can send a document directly from your PC to a remote fax machine or e-mail inbox.

NOTE: In order to perform a PC fax from PC applications, you need to have the FAX driver installed on your PC prior to attempting this function.

The following steps provide the basic procedure for sending a PC fax.

- 1 Start the desired application program and create/open a document.

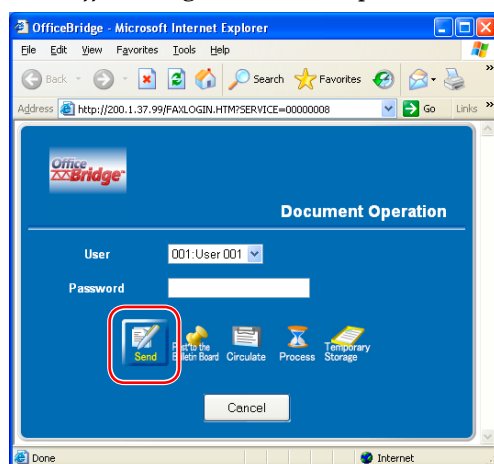
- 2 Click [Print] or [Print Setup] from the **File** menu.

Make sure that “Muratec MFX-1330 Fax” is selected as the printer.

If you want to make any adjustments, click [Printing Preferences]. For details, refer to the Help screen.

- 3 Click [Print] or [OK] to start the print job.

The “OfficeBridge Document Operation” dialog will appear.



- 4 If you are not logged-in, select your user ID and enter your password. Otherwise skip to step 5.
- 5 Click [Send].

The “Fax Transmission Settings” dialog will appear.

The screenshot shows a web browser window titled "OfficeBridge - Microsoft Internet Explorer". The address bar displays "http://200.1.37.99/FAXDLG.HTM". The main content area is a "Fax Transmission Settings" dialog box. It features a table-like interface with various settings:

Fax Transmission Settings		Send	Cancel
Fax Destination	<input type="text"/> Add Not Selected. Address Book		
E-mail Destination	To <input type="text"/> Add Not Selected. Address Book		
E-mail Template	<input type="button" value="Edit E-mail Template"/>		
Document	Untitled - Notepad <input type="button" value="Change"/> <input type="button" value="Preview"/> Send document as: <input type="radio"/> PDF <input checked="" type="radio"/> TIFF-S <input type="radio"/> TIFF		
Cover Page	<input type="button" value="Edit Cover Page"/>		
Advanced Settings	<input type="button" value="Set Advanced Features"/>		
Distribution	<input type="checkbox"/> Distribute a copy Not Selected. <input type="button" value="Select"/>		
Communication History	<input type="checkbox"/> Delete after transmission.		

The status bar at the bottom shows "Done" and "Internet".

- 6** Specify the destinations and adjust any settings.
 - To enter destinations, see [“How to enter the destinations”](#) on page 2-5.
 - To adjust settings., see [“Setting transmission functions”](#) on page 2-11.
- 7** Click [Send].

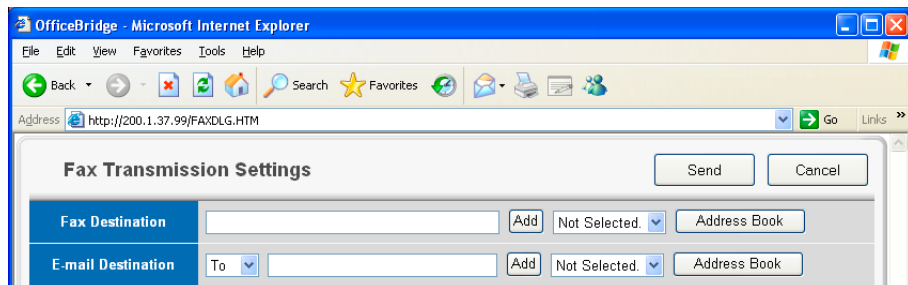
How to enter the destinations

There are three ways to enter destinations.

- Enter them directly using the keypad. (below)
- Select them from the Address Book. (See [page 2-6.](#))
- Locate them using an LDAP search. (See [page 2-8.](#))

To review or cancel the entered documents, see [“Reviewing or canceling destinations”](#) on page 2-10.

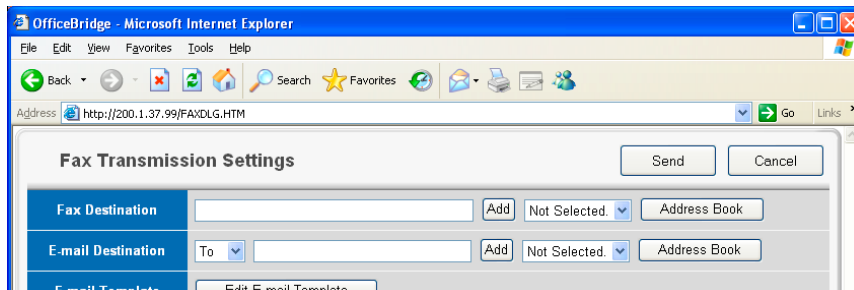
Entering the destinations directly



- 1** Insert the cursor in the box next to “Fax Destination” and enter the fax number.
- 2** Click [Add].
- 3** Repeat steps 1 and 2 until you have entered all of the destinations.
- 4** Insert the cursor in the box next to “E-mail Destination” and enter the e-mail address.
- 5** Click [Add].
- 6** Repeat steps 4 and 5 until you have entered all of the destinations.
When you click the list button left to the box, you can change “To” to “Cc” or “Bcc”.
- 7** To review the entered destinations, click the list button left to each [Add] button.

Entering the destinations using the Address Book

- 1 Click [Address book] either in “Fax Destination” or in “E-mail Destination”.

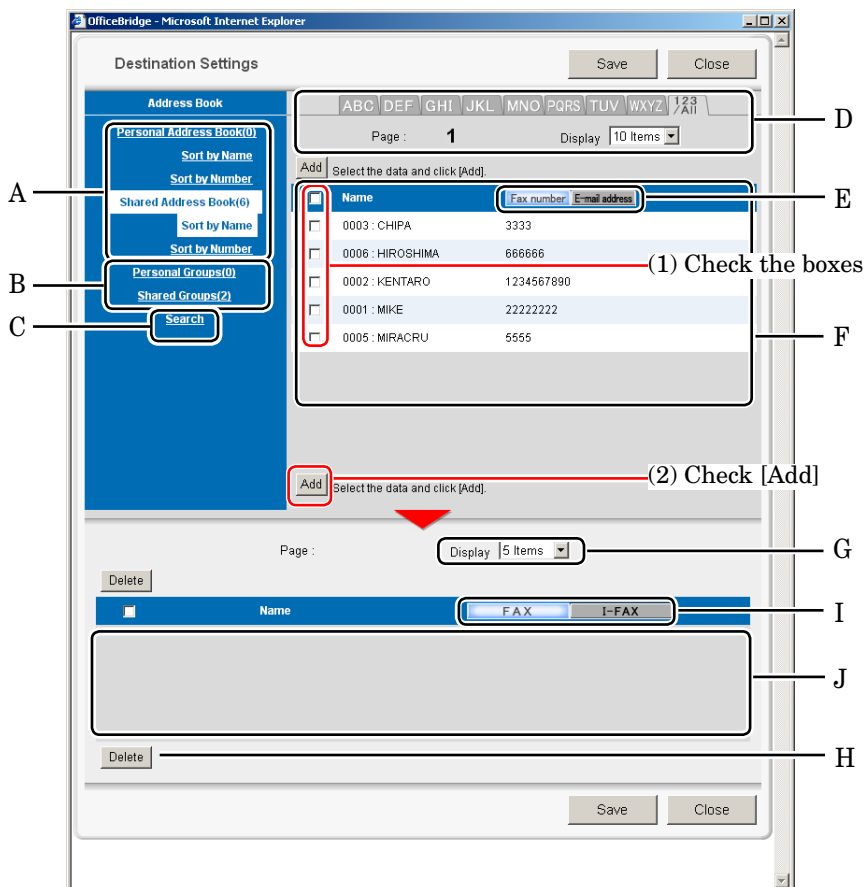


NOTE: Destinations must be registered in advance. For details on registering or editing destinations, see [“Address Book”](#) on pages 3-14 to 3-21.

- 2 Select your desired destinations.

Check the boxes next to the Names and click [Add]. Refer to the reference table for information on these various tabs.

When you check the box next to “Name”, all the displayed destinations will be selected.



	Item
A	<p>Click “Personal Address (XX)” or “Personal Address (XX)” to display the registered addresses. The numbers in parenthesis indicate how many addresses have been registered.</p> <ul style="list-style-type: none"> • Sort by Name The registered addresses are displayed in alphabetical order. • Sort by Number The registered addresses are displayed in the address book number order.
B	Click “Personal Groups (XX)” “Shared Groups (XX)” to display the registered groups. The numbers in parenthesis indicate how many groups have been registered.
C	Click “Search” to search for a contact located on an LDAP server. See “Searching for destination” on pages 2-8 to 2-9 how to use it.
D	<ul style="list-style-type: none"> • Index tab The addresses are categorized to the corresponding tab with the first letter of the registered name. When the [123/All] tab is clicked, all the addresses will be displayed. • Page Proceeds to the next page of the address book. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed. • Display Sets the number of addresses to be displayed (10, 20, or all).
E	Click [Fax number] or [E-mail address] to switch over address book.
F	The registered addresses will be listed in this area. When you select “E-mail address”, a pull-down menu will appear next to the address. This pull-down menu allows you to select To, Cc or Bcc.
G	Set the number of selected addresses to be displayed (5, 10, or all).
H	Check the box next to “Name” and click “Delete” to remove the destination from the transmission.
I	Click [FAX] or [I-FAX] to confirm the selected destinations.
J	The entered and selected addresses will be listed in this area. To confirm all the destinations, switch to [FAX] and [I-FAX].

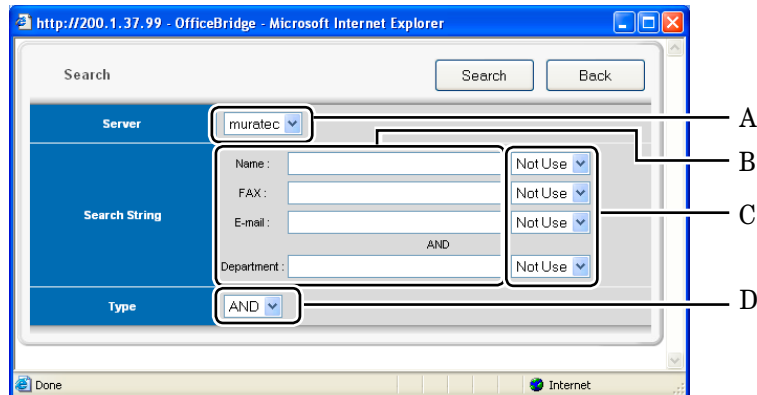
- 3** Click [Save] to close the address book with the selected destinations ready for transmission.

Click [Fax number] or [E-mail address] to switch over the address book.

Searching for a destination

NOTE: In order to search an LDAP server, the server must be registered in advance. Contact your system administrator. For more information on server set up, see [“LDAP Settings”](#) on page 3-64.

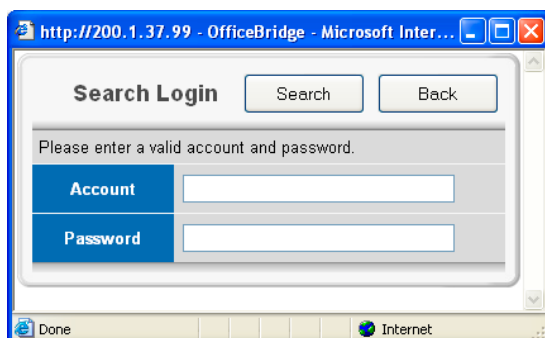
- 1 When the “Address Book” screen appears, click [Search].
- 2 Enter the search information.



	Item
A	Select the server that contains the destination. Usually, you do not need to change the server. If you are not sure about it, ask your system administrator.
B	<ul style="list-style-type: none">• Name Enter the name or part of a name to be searched.• Fax Enter the fax number or a part of a fax number to be searched.• E-mail Enter part of the e-mail address to be searched.• Department This is not an independent field. To use this field either the Name, Fax or e-mail should also be entered.
C	<ul style="list-style-type: none">• Any Searches any information in this field, including “blanks”.• Initial Searches for contacts that begin with the characters entered in this field.• Final Searches for contacts that end with the characters entered in this field.• Equal Searches for contacts that match exactly with the information entered in this field.• Not Use Information in this field (including blanks) will not be used for searching
D	<ul style="list-style-type: none">• AND Searches for contacts that meet all the entered criteria.• OR Searches for contacts that meet any of the entered criteria.

3 Click [Search].

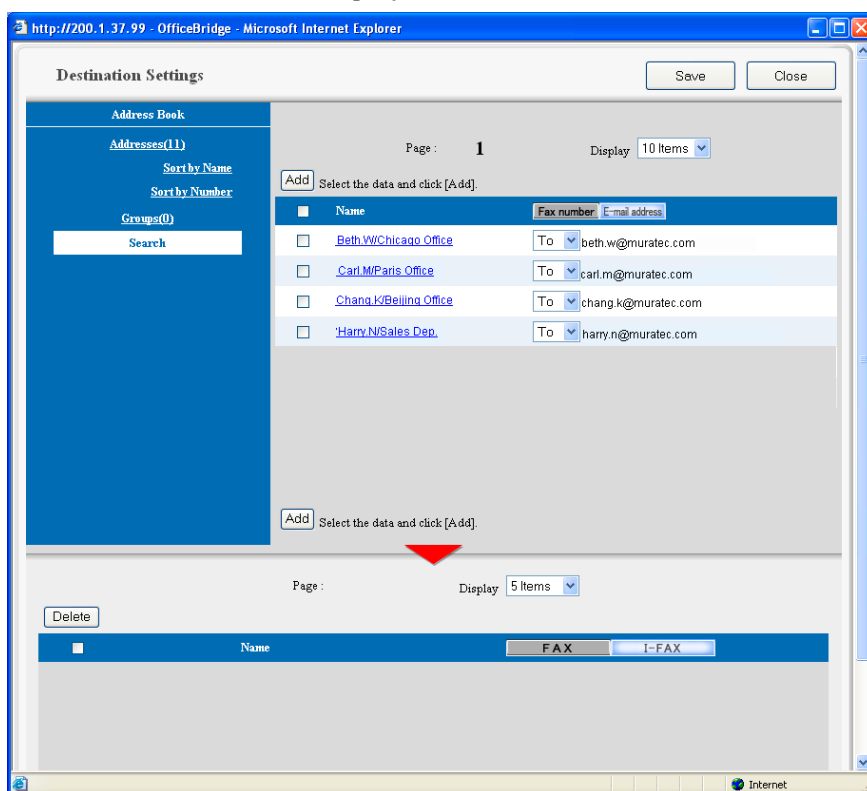
The login dialog will appear.



4 Enter your Account and Password to login to the LDAP server and click [Search]. For more information about them, refer to your system administrator.

NOTE: The “Search Login” dialog can be skipped, when you register the information to the “User Set-up” dialog in advance. Or you can also skip this dialog by setting up “LDAP Server Settings” by checking the box to “No” for “User Login”. For more information, see [“LDAP Settings”](#) on page 3-64.

The searched result will be displayed.



5 Check the box next to “Name” and click “Add” to select a destination.

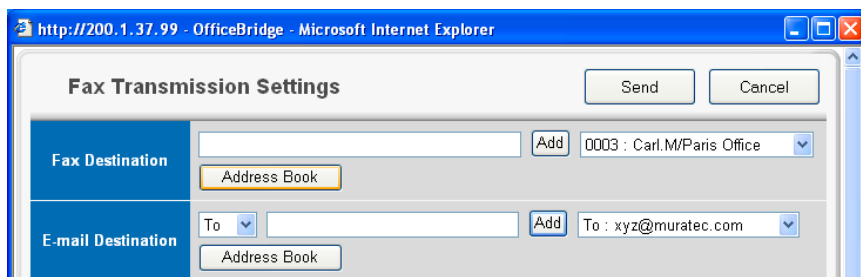
6 Click [Save] to close the screen with the selected destinations ready for transmission.

Reviewing or canceling destinations

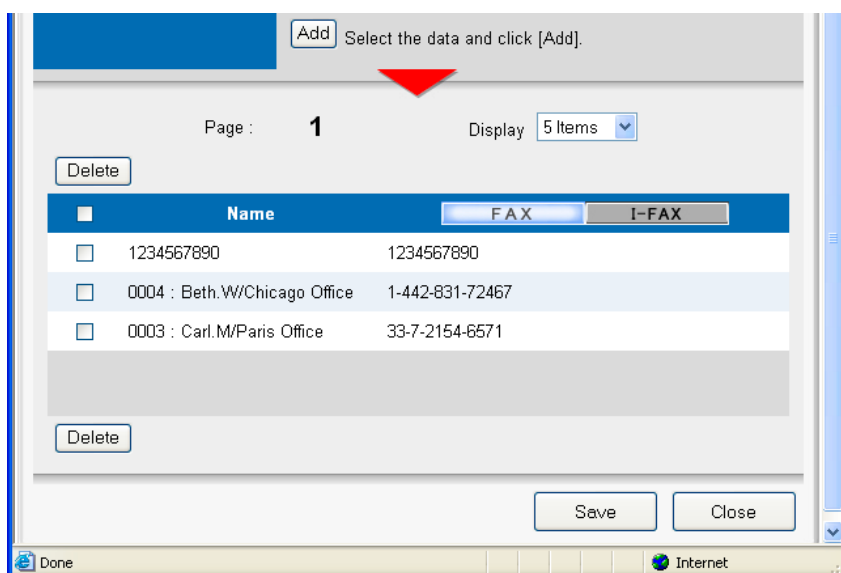
You can review, cancel or change the destinations.

NOTE: This function is only available prior to sending the documents.

- 1 Click [Address book] either in “Fax Destination” or in “E-mail Destination”.



- 2 Review the entered destinations in the lower area of the screen. Click [FAX] and [I-FAX] to switch the screen between fax destinations and I-FAX destinations.

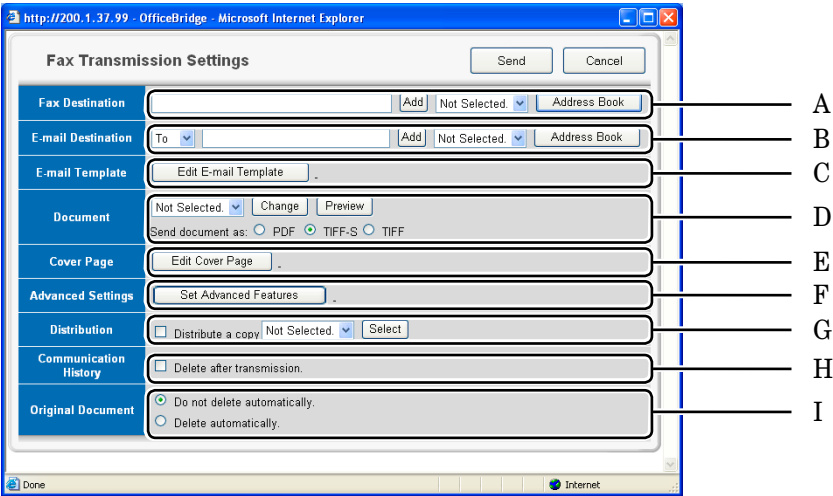


	Name	FAX	I-FAX
<input type="checkbox"/>	1234567890	1234567890	
<input type="checkbox"/>	0004 : Beth.W/Chicago Office	1-442-831-72467	
<input type="checkbox"/>	0003 : Carl.M/Paris Office	33-7-2154-6571	

- 3 To cancel destinations check the box next to the name and click [Delete].
- 4 Click [Save] to close the screen with the selected destinations ready for transmission.

Setting transmission functions

You can set up various functions for your fax and e-mail transmission.



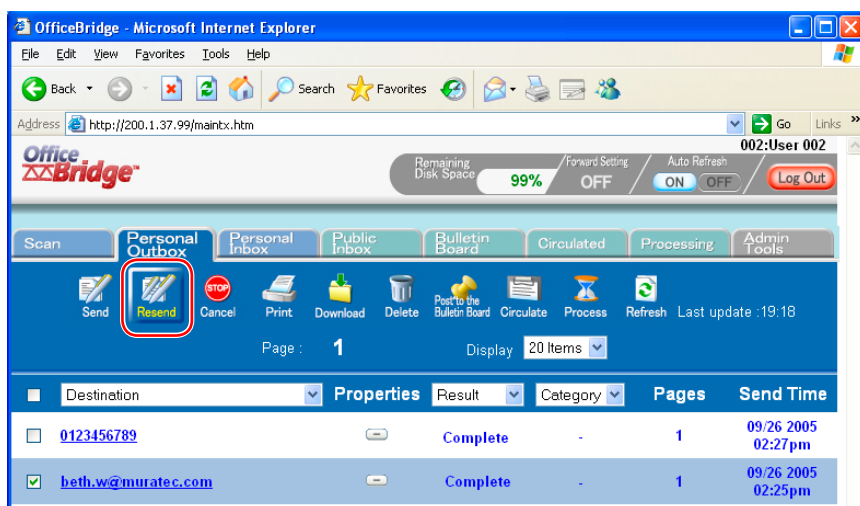
	Item
A	Enter the fax destinations. See pages 2-5 to 2-10 how to enter them.
B	Enter the e-mail destinations. See pages 2-5 to 2-10 how to enter them.
C	To attach a text message to your e-mail, click [Edit E-mail Template]. To enter a message: (1) Place the cursor in the “Subject” field and enter the e-mail subject. You can enter up to 50 characters. (2) Place the cursor in the “Text” field and enter a short message. (3) Click [Save]. NOTE: The e-mail template is available for e-mail transmissions only. It won’t be attached to fax transmissions.
D	The file to be transmitted will be displayed in the list. To change the file or add more files, click [Change]. The “Sending Document” dialog will be displayed. Add or remove a file on the list. You may add temporary storage files. You can also check the first file in the list by clicking [Preview]. Select the file format. <ul style="list-style-type: none">•PDF A file format used by an application called Acrobat, from Adobe Systems. Converting files to PDF format allows them to be transmitted regardless of their computer platform or environment. Also, the original image can be rendered without any corruption of the document’s layout.•TIFF-S TIFF-S is a TIFF file complying with the T.37 simple mode specification. T. 37 is a standard for Internet fax. Documents sent with simple mode format can also be received with other Internet faxing standards.•TIFF A graphical image file format. Image resolution or color depth for an image and different encoding algorithms can be saved into a single file.

	Item
E	<p>To attach a cover page to the faxes and e-mails, click [Edit Cover Page].</p> <p>To enter a message:</p> <ol style="list-style-type: none"> (1) Select the cover page format from the list button in “Cover Page”. (2) Place the cursor in “Subject” field and enter the e-mail subject. You can enter up to 50 characters. (3) Place the cursor in the “Message” field and enter a short message. (4) To confirm your edited cover page, click [Preview]. (5) Click [Save]. <p>NOTE: The cover pages should be edited and uploaded prior to this operation. If not, you can use the machine default cover page “Sample 01”.</p>
F	<p>Click [Set Advanced Features] to use the advanced functions.</p> <ul style="list-style-type: none"> •F-Code To perform an F-Code transmission, enter the Sub-Address and Password here. Refer to your machine’s User Guide for more information regarding F-Code transmissions. •Start Time To perform a delayed transmission, click [Set Date and Time] and set the time at which you want the document to be send. Click [Save] to save the setting. •Fax Sender Select the fax sender’s name from the pull-down menu. •Line Selection If you have installed a second phone line option on your machine, you can select from which line to transmit.
G	To send a copy to other OfficeBridge users or user groups, click [Select] and add the desired users or groups in the “Distribution” dialog.
H	Select whether to keep a “Fax History” or “Mail History” Select this box if you wish to do this.
I	Select whether to delete the file from the original list after the transmission.

Sending documents again

You can resend a document to the same location or other locations.

- 1 Start OfficeBridge and log in.
- 2 Open the “Personal Outbox” tab.
- 3 Select the file you want to send by checking the box next to the file.
- 4 Click [Resend].



The “Fax Transmission Settings” dialog from the previous transmission will appear.

- 5 Make the setting for each item in the “Fax Transmission Settings” dialog.
- 6 Click [Send].

Forwarding received documents

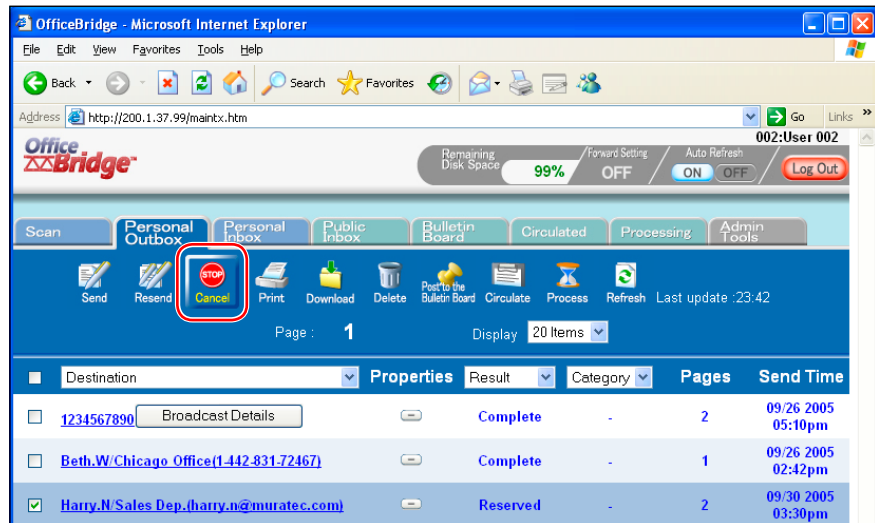
You can forward received documents to other users or user groups.

- 1 Start OfficeBridge and log in.
- 2 Open the “Personal Inbox” or “Public Inbox” tab.
- 3 Select the file you want to forward by checking the box next to the file.
- 4 Click [Forward].
The “Forwarding” will appear.
- 5 Click [Select] and select your desired users and user groups, click [Add] and then [Save].
- 6 Enter “File Name” and “Category” if necessary.
Each item may up to 20 characters..
- 7 Click [Forward].

Canceling your transmissions

You can cancel an ongoing transmission or a reserved transmission.

- 1 Start OfficeBridge and log in.
- 2 Open the “Personal Outbox”.



- 3 Select the job to cancel.

When you want to cancel a broadcast transmission by destination, click [Broadcast Details] to open the “Transmission Job Details” dialog. Check boxed of the destination to be canceled.

NOTE: A broadcast transmission can be canceled by destination only when the transmission is in progress.

- 4 Click [Cancel], and then [OK].

Reading your received documents

When you set up the “Forward Settings” or “Received Fax Forwarding” in “Admin Tools”, you can receive faxes and e-mails in the Public Inbox or in a Personal Inbox. See “Using the Admin Tool”, “[Forward Settings](#)” on page 3-22 and “[Received Fax Forwarding](#)” on page 3-42 how to set them up.

You may also receive faxes or e-mails to your Personal Inbox from other users.

In such cases,

- 1 Start OfficeBridge and log in.
- 2 Click the “Public Inbox” tab or the “Personal Inbox” tab.
- 3 Click on Subject to view the file.
- 4 Click the icon in the properties to view the comments.
- 5 Click [Close] to close.

Network Scanning

Operation flow

The network scanning operations are as follows:

- 1 Scan the document from the MFP into a OfficeBridge Scan Box.
- 2 Download the scanned data from the Scan Box.

Scanning documents from the MFP

- 1 On the MFP, press[COPY ▶ FAX ▶ SCAN] to change to the scanner mode.

Scan Ready	300dpi
Auto	100%

- 2 Place the document face up in the automatic document feeder (ADF), or face down on the document glass.
When you use the document glass, select the document size by pressing [Doc. Size].
- 3 Set the scanning settings, if necessary.

- **Resolution**

Press [Doc. Resolution] to select the resolution.

Document type	Available resolution
Text, Photo&Text, Photo	200, 300, 600 dpi

- **Contrast**

Press [Contrast] to set how light or dark you want the documents to be. To avoid confusing the Light and Dark settings, just remember — “Light lightens” and “Dark darkens” — to keep it straight.

- **Document type**

Press [Doc. Resolution] then press [⌂] or [⌂] to select the document type.

Document type	node
Text	Select this mode when scanning text.
Photo&Text	Select this mode when scanning documents containing photographs or drawings and text.
Photo	Select this mode when scanning photographs or drawings.

NOTE: Color scanning is not available in this feature.

- **Scanning size**

Press [Doc. Size] to select the scan size.

Version	Preset ratio
Inch version	Letter (8.5" × 11"), Legal (8.5" × 14"), Half-letter (5.5" × 8.5")
Metric version	A4 (210 × 297 mm), A5 (148 × 210 mm), F4 (216 × 356 mm)

NOTE: When you use the automatic document feeder (ADF), you can also select "Auto". When you select "Auto", custom size documents (up to 35.4 inch (900 mm) in length) can be scanned.

- **Zoom ratio**

(1) Press [#].

(2) Press [] or [] to select a preset ratio, or directly enter your desired ratio using the numeric keys.

(3) Press [#] again.

Preset ratio:

Version	Preset ratio
Inch version	<ul style="list-style-type: none"> • 50%: Min. • 64%: (8.5" × 11") → (5.5" × 8.5") • 78%: (8.5" × 14") → (8.5" × 11") • 100% • 129%: (5.5" × 8.5") → (8.5" × 11") • 200%: Max.
Metric version	<ul style="list-style-type: none"> • 50%: Min. • 70%: (A4 → A5) • 81%: (B5JIS → A5) • 86%: (A4 → B5JIS) • 100% • 115%: (B5JIS → A4) • 122%: (A5 → B5JIS) • 141%: (A5 → A4) • 200%: Max.

Direct entry:

Scan from:	Available magnification range
ADF	25 to 100 %
Document glass	25 to 400 %

NOTE:

- Enlargement scanning can only be performed using the document glass.
- The minimum reduction ratio is 75 % when resolution is set at 200 dpi.
- This feature is not available when scanning a color documents.

- **Selecting the file name**

If you do not select a file name prior to scanning, the scanned date and time will be used as the file name. For example, if the document is scanned on 26 September 2005 on 2:15 p.m.30 second, the file will be named 20050926141530.

Also, if the name you use for the file already exists, the scan date and time will be added to the end of the file name to give it differentiation.

- (1) Press [Advanced Functions] repeatedly until "File Name" appears.
- (2) Press [Enter].
- (3) Press [↵] or [↵] to select a file name.
- (4) Press [Enter].

NOTE: To use this feature, you must first register a file name. (See the ["File Name"](#) on page 3-40.)

- 4 Press [Speed Dial /Group] five times. The machine will show:

Enter User No.
U_

- 5 Enter a User ID number using the numeric keys to specify the user box. The user name will be shown on the display.

Bob
U01_

If you want to scan the document to multiple user scan boxes, repeat the procedure from step 4.

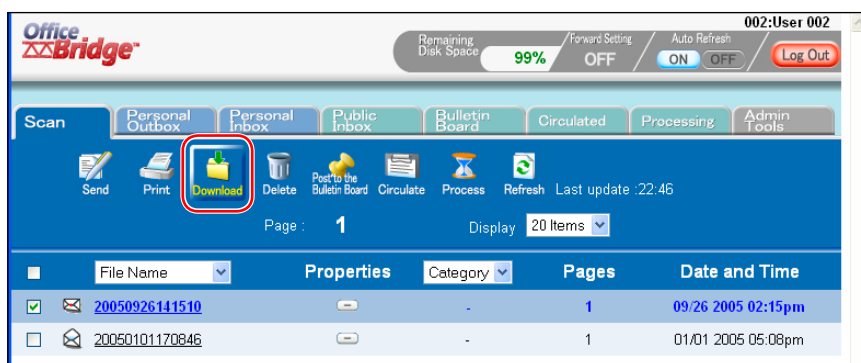
NOTE: The document will be scanned with TIFF format even if you selected PDF format by "File format" setting on the MFP. However, you can download the document from the scan box by TIFF or PDF format, which is specified in ["Initial Settings"](#) (page 3-35).

- 6 Press [Start].

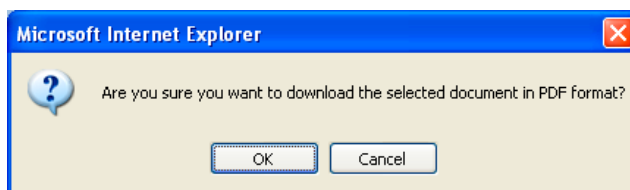
Download the scanned image from the scan box

NOTE: Your screen images may vary by browser.

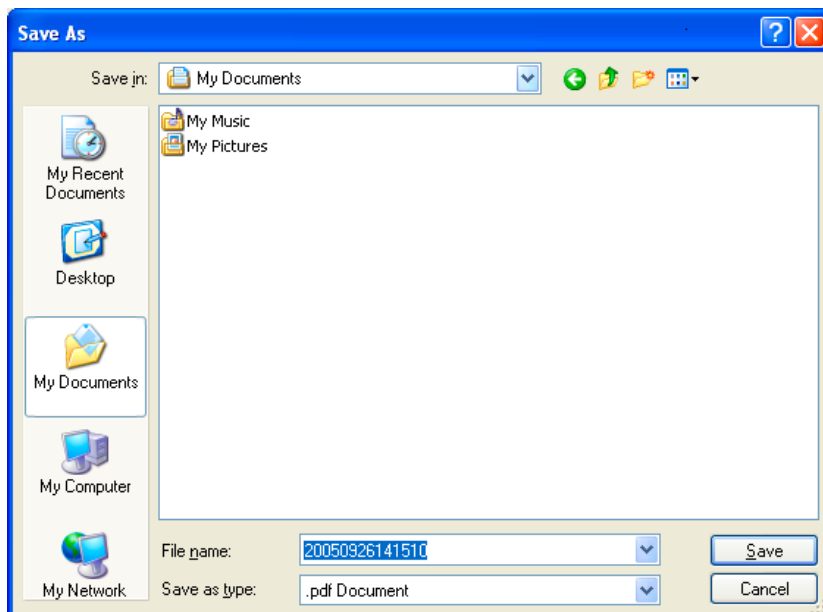
- 1 Start OfficeBridge and login.
- 2 Open the “Scan” tab.
- 3 Select the file you want to download by checking the box next to the file.
- 4 Click [Download].



- 5 Click [OK].



- 6 Save the file into the location of your choice.



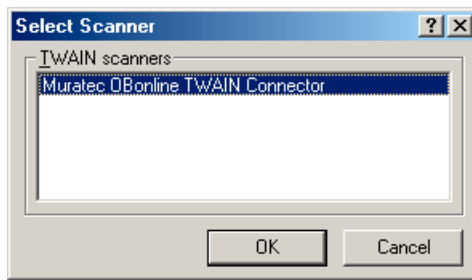
7 Click [Save].

NOTE: The file will be downloaded by TIFF or PDF format, which you can specify in [“Initial Settings”](#) (refer to page 3-35).

Download the scanned image using the TWAIN driver

NOTE: In order to download a scanned image using the TWAIN driver, you must have the “Muratec OB TWAIN Connector” installed on your PC prior to attempting this function. To install the “Muratec OB TWAIN Connector”, see “Step 6: Installing the OfficeBridge programs” in Setup Guide.

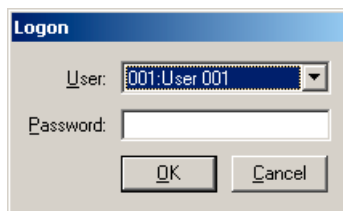
- 1** Start a TWAIN compliant application on your PC.
- 2** Select the “Muratec OB TWAIN Connector” as the scanning device, and then click [OK].



- 3** Perform the scan command of the application software.

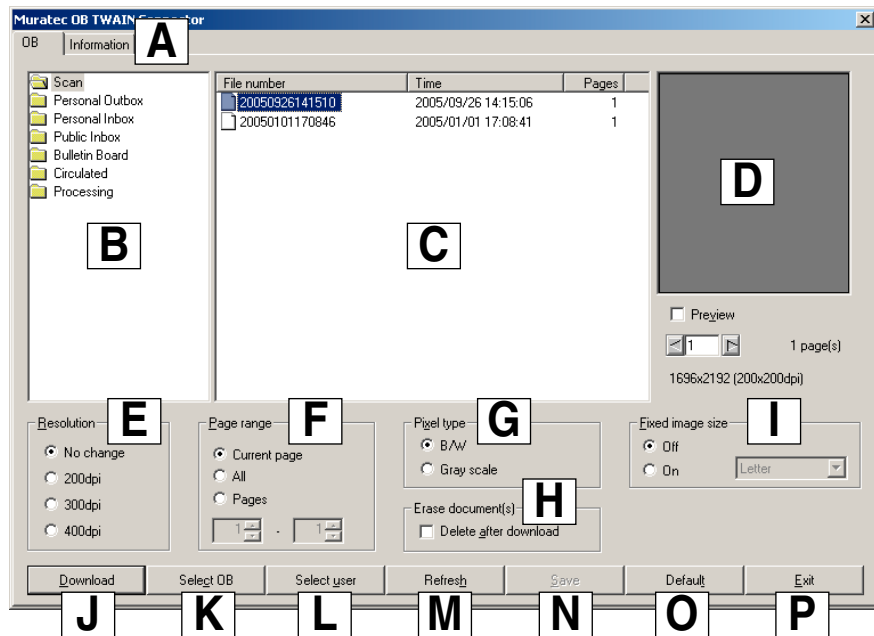
NOTE: This operation differs depending on the application you are using. Consult the application help menu if you are unsure about the correct operation.

- 4** The “Logon” dialog appears.



- 5** Enter the user name and password and then click [OK].
- 6** The “Muratec OB TWAIN Connector” screen will appear. (See next page.)
- 7** Select the file you want to download. The selected file will be highlighted.
- 8** Adjust any settings and click [Download].

Muratec OB TWAIN Connector screen



Setting	Description
A. [Information] tab	Displays [Muratec OB TWAIN Connector] information.
B. List	The currently opened folder will be displayed.
C. File list	Displays the list in the opened box documents. To view a document, click it to select it.
D. Preview display	Displays a preview of the selected document. When you check the box [Preview], previews of the selected document will be displayed. When you click the arrows or input a number into the text box, the display moves to that page.
E. Resolution	Set the linear resolution for the document. If you do not wish to change the linear resolution, check the box [No change]; to change the linear resolution, check the box [200 dpi], [300 dpi], or [400 dpi].
F. Page range	Enter the number of pages to download.
G. Pixel type	Select the display type for the document as either [B/W] or [Grayscale].
H. Erase document(s)	If selected, the document will be deleted from memory after it has been downloaded.
I. Fixed Image Size	In some applications, multiple pages scanned using different resolutions may not appear correctly. In this case, select "On" and select the image data size according to your scanned document size. If the scan sizes are different, select the bigger of the documents.
J. [Download]	When you click here, the downloading of the scanned document starts.

Setting	Description
K. [Select OB]	When you want to access to another OB (OfficeBridge), click this button and enter the IP Address, then click OK. Then select User ID and enter Password registered to the other OfficeBridge.
L. [Select user]	When you want to other user's files, click here and change the login user. When changing the user, select the UserID and enter the password. If a password was not set during user registration, a password is not required.
M. [Refresh]	When clicked, the [File list] display will be refreshed.
N. [Save]	When clicked, the current settings will be saved. You cannot click this button unless the settings have been changed.
O. [Default]	When clicked, the settings are initialized to their factory settings.
P. [Exit]	When clicked, the [Muratec OB TWAIN Connector] ends.

Bulletin board / Circulation / Request Processing

Bulletin board

Bulletin Board is a function that makes it possible to share information among registered users.

Posting a file from your browser

- 1 Start OfficeBridge and login.
- 2 Select the file you want to post by checking the box next to the file.
- 3 Click [Post to the Bulletin Board].
The “Bulletin Board” dialog will appear.

The screenshot shows a web browser window titled "http://200.1.37.99 - OfficeBridge - Microsoft Internet Explorer". Inside the browser is a "Bulletin Board" dialog box. The dialog has a title bar and a "Post" button. It contains several input fields: "Document" (20050929141543), "File Name" (20051003173756), "Category" (-), and "Subject" (20050929141543). There are "Change" and "Preview" buttons next to the "Document" field. Below these fields is a large "Comments" text area. At the bottom, there are radio buttons for "Posting Time Limit" and "Original Document", each with options "Do not delete automatically." and "Delete automatically. (After :11/02 2005)". A "Set posting time limit" button is also visible.

- 4 Adjust any document settings. (See the next page for a list of settings.)
- 5 Click [Post].

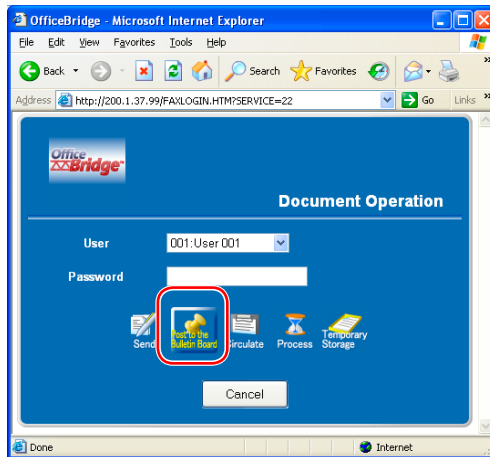
Setting	Description
"Document"	<p>The file to be posted will be displayed in the list.</p> <p>To add or change files:</p> <ol style="list-style-type: none"> (1) Click [Change]. The "Bulletin Board Document" dialog will be displayed. (2) Select the box that contains the document you want to post. (3) Check the files to add and click [Add]. You may add temporary storage files. (4) Click [Save]. <p>To check the files, click [Preview].</p>
"File Name"	<p>Enter the file name, if needed.</p> <p>The name may contain up to 20 characters.</p>
"Category"	<p>Enter the document type.</p> <p>The name may contain up to 20 characters.</p> <p>You can also select a pre-registered document type. Click the list next to the box and select the desired name.</p>
"Subject"	<p>Enter the subject of the document being posted.</p> <p>The subject may contain up to 80 characters.</p>
"Comments"	<p>Enter a comment concerning the file being posted.</p> <p>The message may contain up to 1,024 characters.</p>
"Posting Time Limit" (Post Time)	<p>Select the document posting time:</p> <ol style="list-style-type: none"> (1) To post the file indefinitely, select "Do not delete automatically". (2) To delete the file from the list after a certain period, select "Delete automatically". Then click the [Set posting period] button. Select the time limit. To go to the next month, select the arrow key. Click [Save]. <p>You can set the default setting of this setting. See "Bulletin Board" on page 3-48.</p>
"Original Document"	<p>Select whether to automatically delete the original file after posting.</p> <p>You can set the default setting of this setting. See "Bulletin Board" on page 3-48.</p>
[Post]	Saves the entered settings and posts the file to the Bulletin Board.
[Cancel]	Closes the "Bulletin Board" dialog without saving.

Posting a file from a PC application

After the PC-FAX driver is installed on your PC, you can post a document directly from your PC to OfficeBridge Bulletin Board.

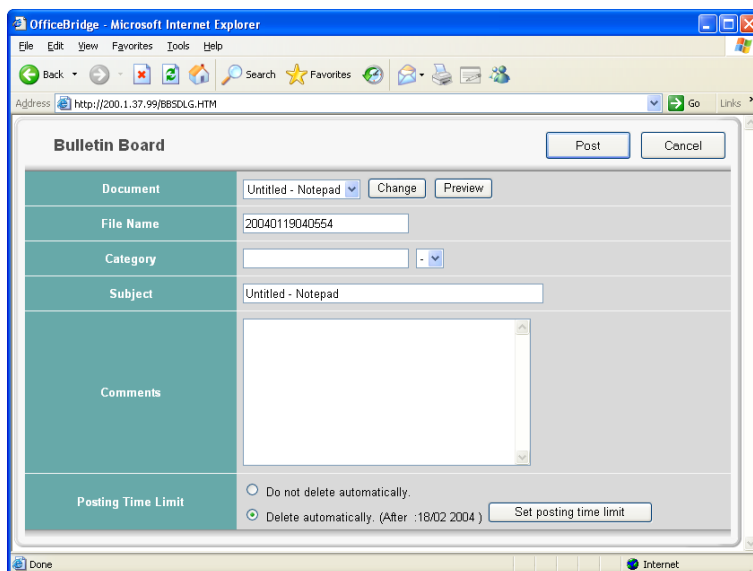
The following steps provide the basic procedure for posting files to the bulletin board from a PC application.

- 1 Start the desired application program and create/open a document.
- 2 Click [Print] or [Print Setup] from the **File** menu.
Make sure that “Muratec MFX-1330 Fax” is selected as the printer.
If you want to make any adjustments, click [Printing Preferences].
- 3 Click [Print] or [OK].
The “OfficeBridge Document Operation” dialog will appear.



NOTE: If you are not logged in, select your user ID and enter your password.

- 4 Click [Post to the Bulletin Board].
The “Bulletin Board” dialog will appear.

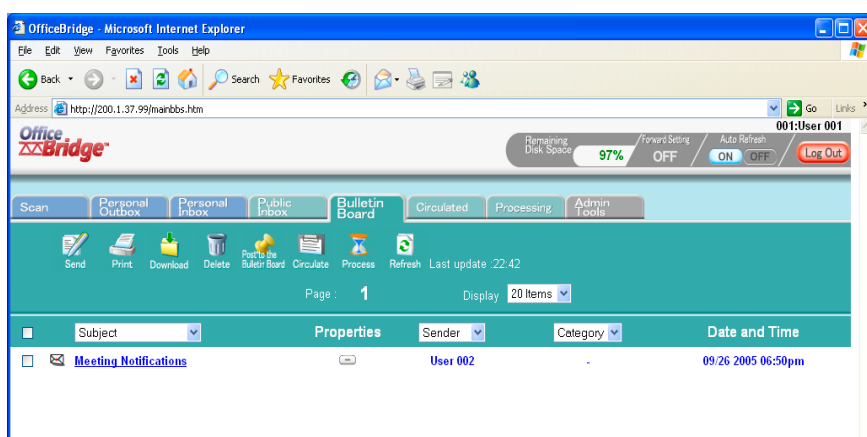


- 5 Adjust any document settings. For a listing of settings, see [page 2-23](#).
- 6 Click [Post].

Viewing the posted files

NOTE: If “[InfoMonitor](#)” is active, it will automatically notify registered users when a new bulletin board document has been posted.

- 1 Start OfficeBridge and log in.
- 2 Click the “Bulletin Board” tab.



- 3 Click on Subject to view the file.
- 4 Click the icon in the properties to view the comments.
- 5 Click [Close] to close.

Circulation

Circulation is a function that makes it possible to send information to multiple registered users. You can also confirm whether the users have opened the document or not.

Circulating a file from your browser

- 1 Start OfficeBridge and login.
- 2 Select the file you want to circulate by checking the box next to the file.
- 3 Click [Circulate].
The “Circulation” dialog will appear.

The screenshot shows a web browser window with the address bar displaying "http://200.1.37.99 - OfficeBridge - Microsoft Internet Explorer". A "Circulation" dialog box is open, featuring a teal header bar with the title "Circulation" and two buttons: "Circulate" and "Cancel". The dialog contains several input fields and options:

- Receiver:** A dropdown menu showing "Not selected." with a "Select" button.
- Document:** A dropdown menu showing "Message" with "Change" and "Preview" buttons.
- File Name:** A text box containing "20050926194144".
- Category:** A dropdown menu showing "-" with a small arrow button.
- Subject:** An empty text box.
- Comments:** A large text area for entering comments.
- Hold Time:** Two radio buttons: "Do not delete automatically." (selected) and "Delete automatically. (After : 30 Day(s))".
- Original Document:** Two radio buttons: "Do not delete automatically." (selected) and "Delete automatically.".

The browser window's status bar at the bottom shows "Done" and "Internet".

- 4 Adjust any document settings. See the next page for a list of settings.
- 5 Click [Circulate].

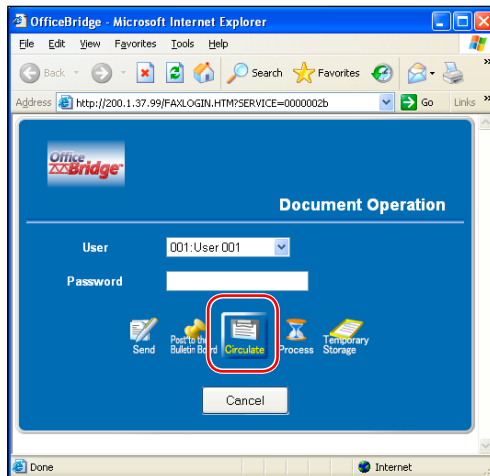
Setting	Description
“Receiver”	<p>Select users or user groups to whom to circulate the file.</p> <p>To select receivers:</p> <ol style="list-style-type: none"> (1) Click [Select]. The “Circulation Receiver” dialog will be displayed. (2) Check the users or user groups and click [Add]. (3) To delete users or user groups, check the box in the Circulation Receiver list and click [Delete]. (4) Click [Save].
“Document”	<p>The file to be circulated will be displayed in the list.</p> <p>To add or change files:</p> <ol style="list-style-type: none"> (1) Click [Change]. The “Bulletin Board Document” dialog will be displayed. (2) Select the box that contains the document you want to circulate. (3) Check the files to add and click [Add]. You may add temporary storage files. (4) Click [Save]. <p>To check the files, click [Preview].</p>
“File Name”	<p>Enter the file name, if needed.</p> <p>The name may contain up to 20 characters.</p>
“Category”	<p>Enter the document type.</p> <p>The name may contain up to 20 characters.</p> <p>You can also select a pre-registered document type. Click the drop-down list next to the box and select the desired name.</p>
“Subject”	<p>Enter the subject of the file being circulated.</p> <p>The subject may contain up to 80 characters.</p>
“Comments”	<p>Enter a comment concerning the file being circulated.</p> <p>The message may contain up to 1,024 characters.</p>
“Hold Time”	<p>Select whether to hold the file or delete it automatically after a certain time period.</p> <p>The default period is 30 days, however you can change the time period. See “Circulated Box” on page 3-49 for more information.</p>
“Original Document”	<p>Select whether to delete the original file automatically or not, after you have circulated the file.</p> <p>The default setting is “Do not delete automatically”, however you can change the setting. See “Circulated Box” on page 3-49 for more information.</p>
[Circle]	Saves the entered settings and circulates the file to the Bulletin Board.
[Cancel]	Closes the “Circulation” dialog without saving.

Circulating a file from a PC application

After the PC-FAX driver is installed on your PC, you can circulate a document directly from your PC.

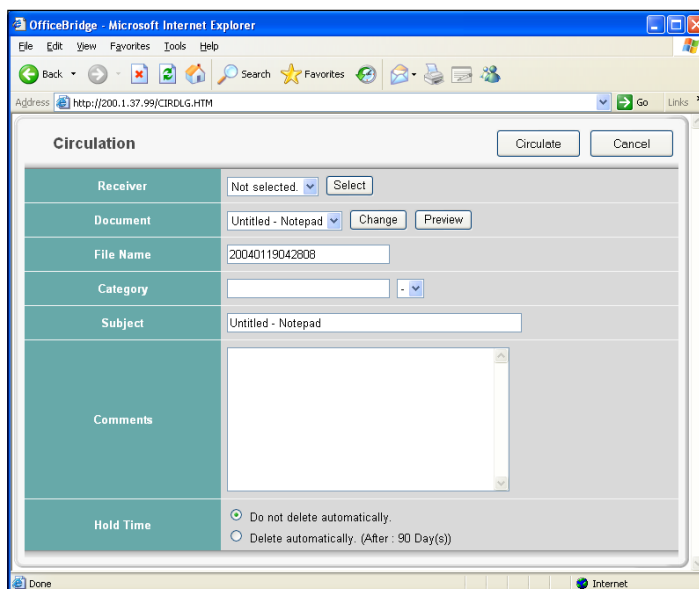
The following steps provide the basic procedure for circulating documents from a PC application.

- 1 Start the desired application program and create/open a document.
- 2 Click [Print] or [Print Setup] from the **File** menu.
Make sure that “Muratec MFX-1330 Fax” is selected as the printer.
If you want to make any adjustments, click [Printing Preferences].
- 3 Click [Print] or [OK].
The “OfficeBridge Document Operation” dialog will appear.



NOTE: If you are not logged in, select your user ID and enter your password.

- 4 Click [Circulate].
The “Circulation” dialog will appear.

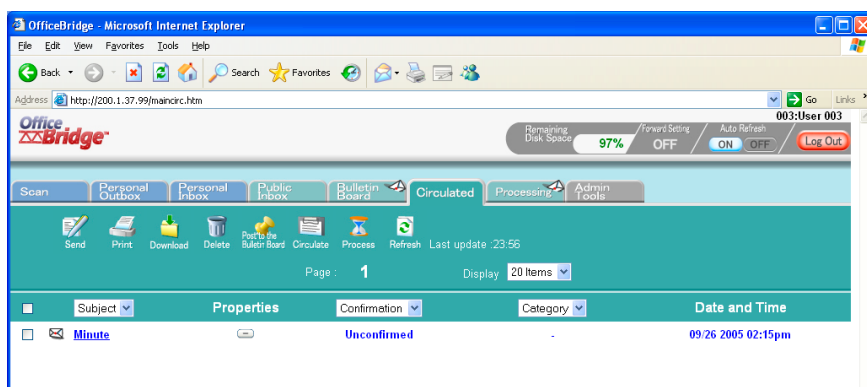


- 6 Adjust any document settings. For a listing of settings, see [page 2-27](#).
- 7 Click [Circulate].

Viewing circulated files

NOTE: If “[InfoMonitor](#)” is active, it will automatically notify registered users when a new circulation document has been posted.

- 1 Start OfficeBridge and login.
- 2 Click the “Circulated” tab.



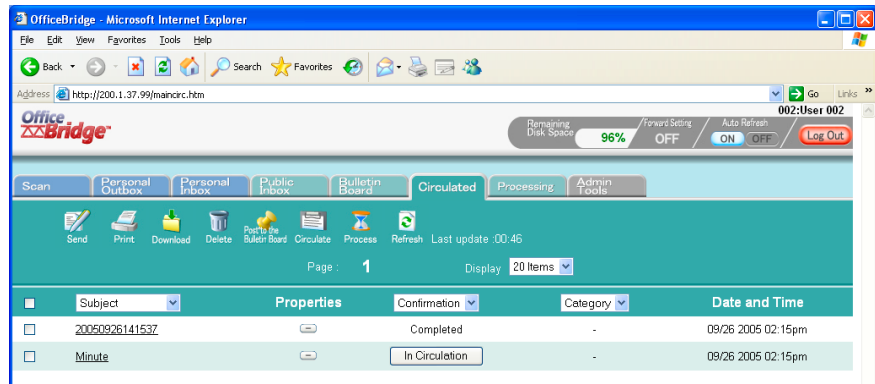
- 3 Click on Subject to view the file.
- 4 Click the icon in the properties to view the comments.
- 5 Click [Close] to close.

Confirming the circulating status

You can verify who has (and has not) opened the circulated file.

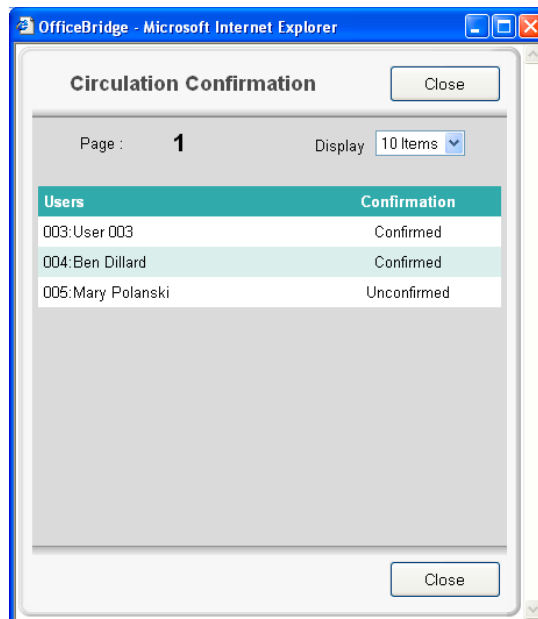
❑ If you have circulated a file

- 1 Start OfficeBridge and login.
- 2 Click the “Circulated” tab.



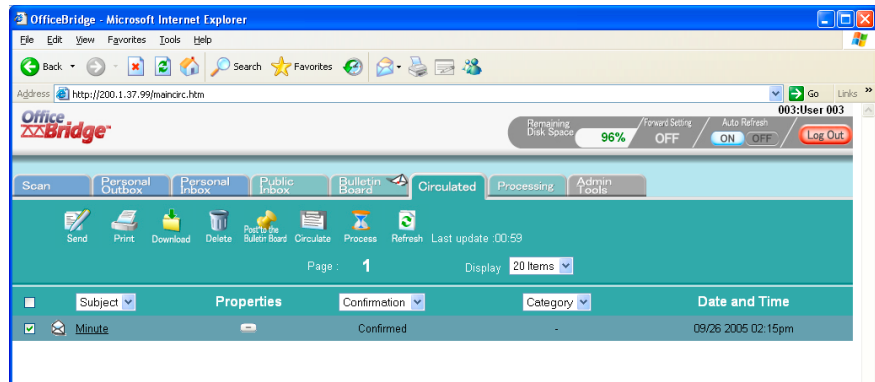
3 Confirm the “Confirmation” item.

- If the status is “Completed”, the users you sent the document have opened the file.
- If the status is “In Circulation”, you can click each user individually to view their read status.

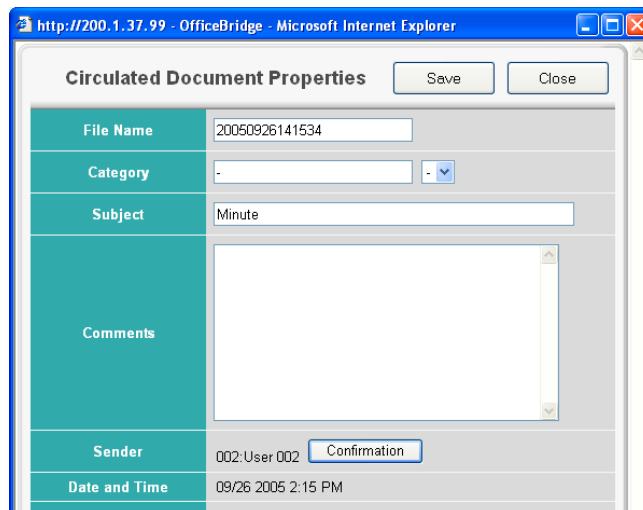


❑ If the file has been circulated

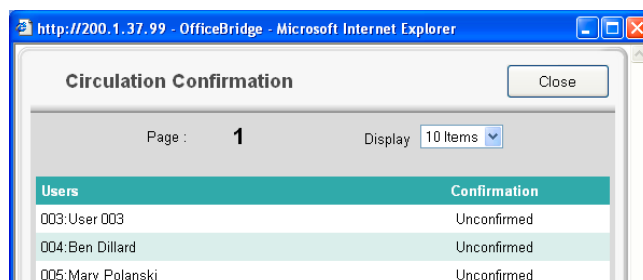
- 1 Start OfficeBridge and login.
- 2 Click the “Circulated” tab.



- 3 Click the “Properties” button and open the “Circulated Document Properties”.
- 4 Click [Confirmation] in the “Sender” row.



- 5 Check the individual status..
 - If the status is “Confirmed”, the user has opened the file.
 - If the status is “Unconfirmed”, the user has not opened the file.



Setting	Description
“Receiver”	This is the person that you will forward the document to. Click the list and select an OfficeBridge user. NOTE: You can select only one user.
“Document”	This will display the document that you have selected for processing. Click [Preview] check the file.
“File Name”	Enter the file name, if needed. The name may contain up to 20 characters.
“Category”	Enter the document type. The name may contain up to 20 characters. You can also select a pre-registered document type. Click the list button next to the box and select the desired name.
“Subject”	Enter the subject of the file being posted. The subject may contain up to 80 characters.
“Comments”	Enter a comment concerning the file being posted. The message may contain up to 1,024 characters.
“Deadline”	Set the processing deadline: (1) Click [Set Deadline]. (2) Set the date. To go to the next month, click the arrow next this month. (3) Set the time. The minutes are selected in 15 minutes steps. (4) Click [Save]. The default deadline is the next day, however you can change it. See “Process Settings” on page 3-50.
“Hold Time”	Select whether to hold the file or delete it automatically after a certain time period. The default period is 30 days, however you can change the time period. See “Process Settings” on page 3-50.
“Original Document”	Select whether or not to delete the original document after it has been processed. The default setting is “Do not delete automatically”, however you can change the setting. See “Process Settings” on page 3-50.
[Request]	Saves the entered settings and request the file to be processed.
[Cancel]	Closes the “Processing Request” dialog without saving.

NOTE: In difference to “Bulletin Board” or “Circulation”, you cannot add other files in the “Processing Request” dialog.

Request Processing

Processing Request is a function that attaches deadlines and comments, and then requests another user to process the document. The requester can check the processing status of the request. Also, the person who is sent the request may forward the document to another user.

This function is very useful in situations that require a fixed workflow. (Ex. Document submitted to sales, forwarded to accounting and then forwarded to shipping.)

Creating a processing request from the browser

- 1 Start OfficeBridge and login.
- 2 Select the file you want to process by checking the box next to the file.
- 3 Check the box next to the file and click [Process].
The “Processing Request” dialog will appear.

Processing Request		Request	Cancel
Receiver	001:User 001		
Document	Message	Preview	
File Name	20050926154612		
Category	-		
Subject	Message		
Comments	<div></div>		
Deadline	09/27 2005 4:00 PM	Set Deadline	
Hold Time	<input checked="" type="radio"/> Do not delete automatically. <input type="radio"/> Delete automatically. (After : 30 Day(s))		
Original Document	<input checked="" type="radio"/> Do not delete automatically. <input type="radio"/> Delete automatically.		

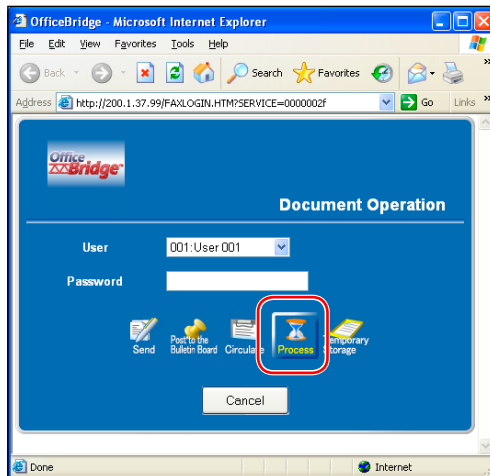
- 4 Adjust any document settings. See the next page for a list of settings.
- 5 Press [Request].

Processing request from a PC application

After the PC-FAX driver is installed on your PC, you can request a document process directly from your PC.

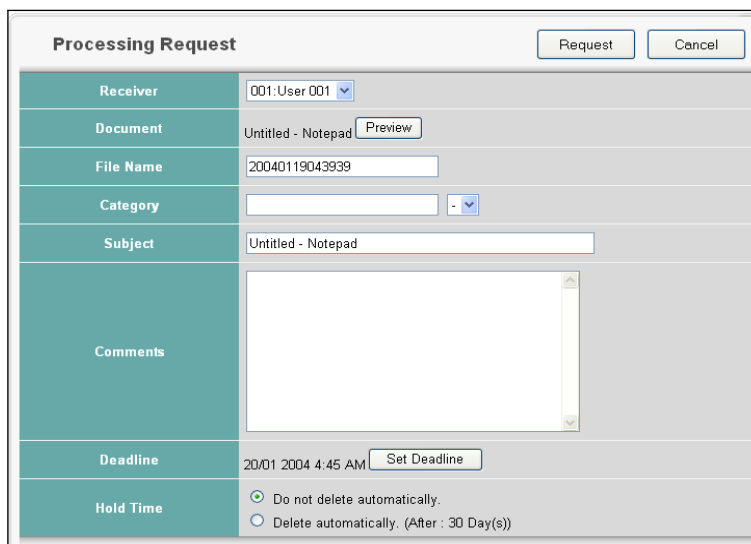
The following steps provide the basic procedure for requesting processing from a PC fax.

- 1 Start the desired application program and create/open a document.
- 2 Click [Print] or [Print Setup] from the File menu.
Make sure that “Muratec MFX-1330 Fax” is selected as the printer.
If you want to make any adjustments, click [Printing Preferences].
- 3 Click [Print] or [OK] to start the print job.
The “OfficeBridge Document Operation” dialog will appear.



NOTE: If you are not logged in, select your user ID and enter your password.

- 4 Click [Process].
The “Processing Request” dialog will appear.

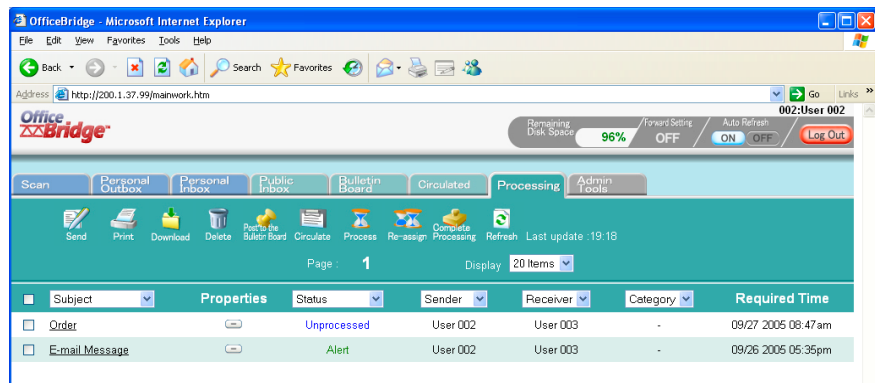


- 6 Adjust any document settings. For a listing of settings, see [page 2-32](#).
- 7 Click [Request].

Viewing documents that have been selected for processing

NOTE: If “InfoMonitor” is active, it will automatically notify the registered users when a new circulation document has been posted.

- 1 Start OfficeBridge and login.
- 2 Click the “Processing” tab.



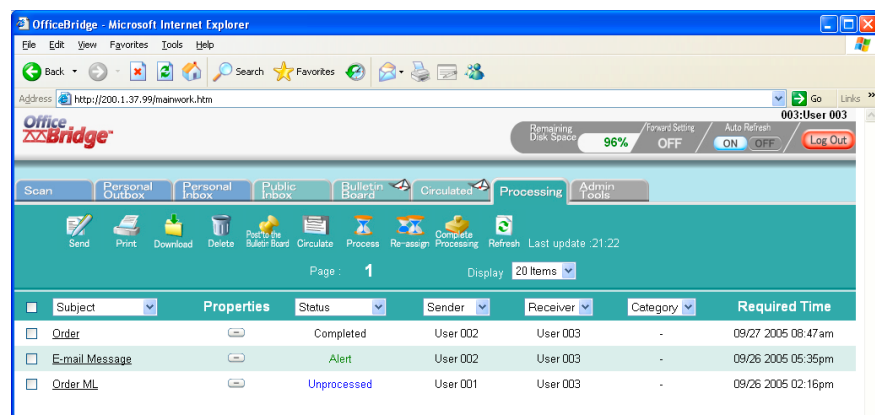
- 3 Click on Subject to view the file.
- 4 Click the icon in the properties to view the comments.
- 5 Click [Close] to close.

Viewing or confirming the processing status

You can view the job status to confirm whether the job has been completed or not.

NOTE: If “InfoMonitor” (“InfoMonitor” for detail) is active, it will automatically notify the registered users when a new processing request has been assigned.

- 1 Start OfficeBridge and login.
- 2 Click the “Processing” tab.

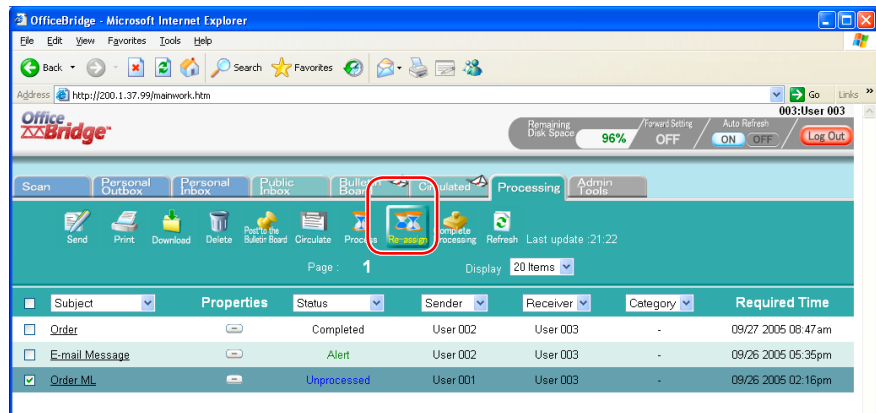


- 3 Confirm the status of your desired file. There are three possibilities:
 - Completed : This means the job has been completed.
 - Alert : This means the job's deadline is today, however it has not been processed yet.
 - Unprocessed : This means that the requested job has not been processed and the deadline has passed.
- 4 Click on Subject to view the file.
- 5 Click the icon in the properties to view the comments.
- 6 Click [Close] to close.

Redirect the processing request to another user

You can forward the requested job to another OfficeBridge user.

- 1 Start OfficeBridge and login.
- 2 Click the “Processing” tab.
- 3 Select the job you want to forward (re-assign) from the list.



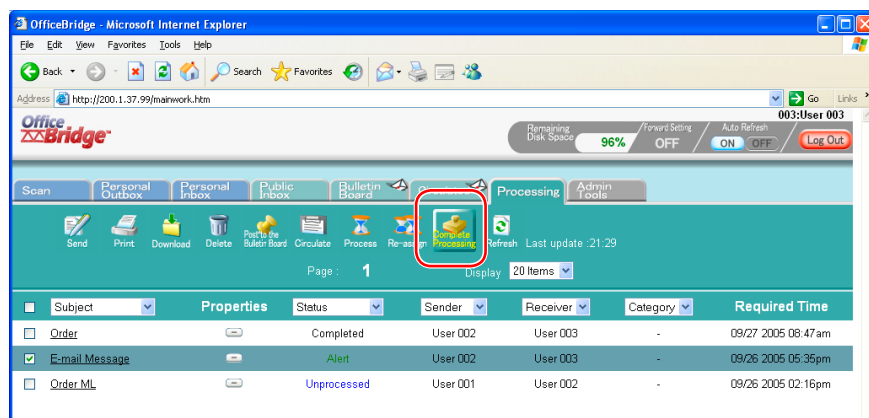
- 4 Check the box next to the file and click [Re-assign].
The “Re-assign Processing Request” dialog will appear.

- 5 Make the appropriate setting for this job. For a listing of settings, see [page 2-32](#).
- 6 Click [Re-assign].

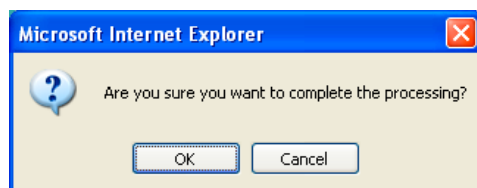
Changing the job status to “Completed”

When the requested job has been completed, change the job status to “Completed” so that the person initiating the request is alerted.

- 1 Start OfficeBridge and login.
- 2 Click the “Processing” tab.
- 3 Select the job you want to list as complete.



- 4 Check the box next to the file and click [Complete Processing].
- 5 Click [OK].



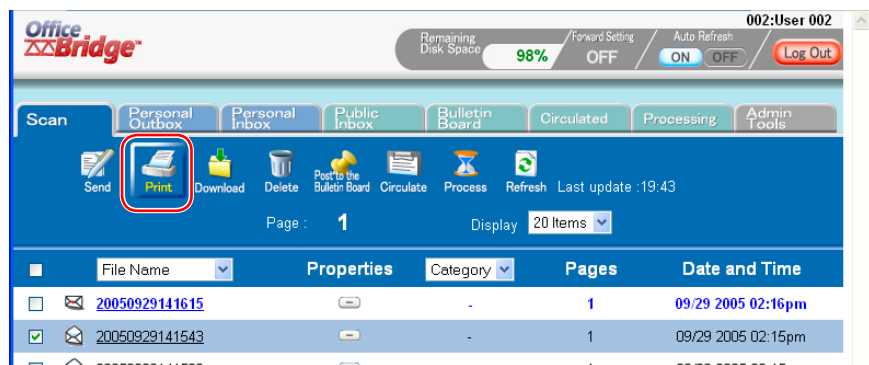
Network printing

OfficeBridge allows you to print documents created on your PC using various software applications. You can also print out a document from the list.

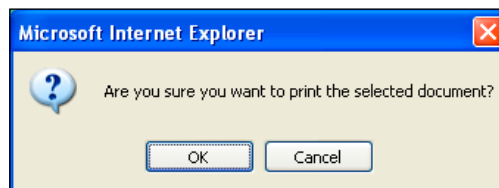
NOTE: In order to print, you must have the print driver installed on your PC prior to attempting this function. “Step 6: Install OfficeBridge programs” in Setup Guide how to install the print driver on your PC.

Printing documents in from the machine memory

- 1 Start OfficeBridge and login.
- 2 Select the file you want to send by checking the box next to the file.
Here we select a file from the scan box.
- 3 Click [Print].



- 4 Click [Yes].
To cancel without printing, click [Cancel].



Printing a document from a PC application

After the print driver has been installed on your PC, you can print a document directly from your PC.

The following steps describe the typical process when printing documents out of Windows-based applications. The exact process may vary depending on the application you are using.

- 1 Start the desired application program and create/open a document.
- 2 Click [Print] or [Print Setup] from **File** menu.
Make sure that “Muratec MFX-1330” is selected as the printer.
If you want to make any adjustments, click [Printing Preferences].
- 3 Click [OK] or [Print] to start the print job.

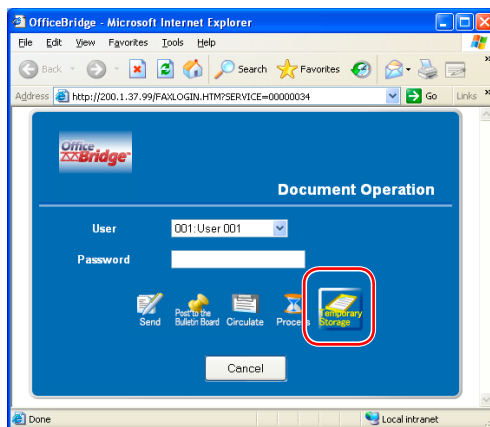
Using Temporary Storage

Using the PC-FAX function, you can store files in the Temporary Storage. This will allow you to have easy access for file attachments, posting or circulation requests.

Storing Temporary Storage files

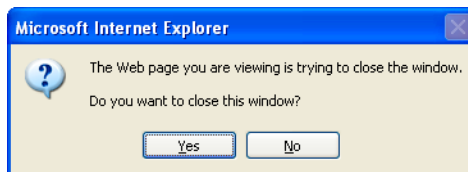
The following steps provide the basic procedure for sending a PC fax.

- 1 Start the desired application program and create/open a document.
- 2 Click [Print] or [Print Setup] from **File** menu.
Make sure that “Muratec MFX-1330 Fax” is selected as the printer.
If you want to make any adjustments, click [Printing Preferences].
- 3 Click [Print] or [OK] to start the print job.
The “OfficeBridge Document Operation” dialog will appear.



NOTE: If you are not logged in, select your user ID and enter your password.

- 4 Click [Temporary Storage].
- 5 The browser will closed from the machine side.



- 6 Click [Yes].

NOTE: To confirm or delete the temporary storage files, see [“Temporary Storage list”](#) on page 3-24.

How to attach temporary storage files

You can attach a temporary storage document to a fax or e-mail, Bulletin Board or Circulation documents. You can also send documents stored in temporary storage to a fax or e-mail address, without adding another file. For transmission, we describe the details in [“PC fax transmission and reception”](#) from page 2-2.

Attaching a temporary storage file:

- 1 After you clicked either [Send], [Post to the Bulletin Board] or [Circulate], the function setting screen will appear.
- 2 Click [Change] in “Document” heading.

The screenshot shows the 'Fax Transmission Settings' dialog box. The 'Document' section has a 'Change' button highlighted with a red circle. The 'Send document as' section has radio buttons for PDF, TIFF-S, and TIFF. The 'Original Document' section has radio buttons for 'Do not delete automatically' and 'Delete automatically'.

The screenshot shows the 'Bulletin Board' dialog box. The 'Document' section has a 'Change' button highlighted with a red circle. The 'Posting Time Limit' section has radio buttons for 'Do not delete automatically' and 'Delete automatically. (After :18/02 2004)'. The 'Original Document' section has radio buttons for 'Do not delete automatically' and 'Delete automatically'.

The screenshot shows the 'Circulation' form in a Microsoft Internet Explorer browser window. The form has several fields: 'Receiver' (Not selected), 'Document' (Message), 'File Name' (20050926194144), 'Category' (empty), 'Subject' (empty), 'Comments' (empty text area), 'Hold Time' (radio buttons for 'Do not delete automatically' and 'Delete automatically. (After : 30 Day(s))'), and 'Original Document' (radio buttons for 'Do not delete automatically' and 'Delete automatically.'). The 'Change' button next to the 'Document' dropdown is circled in red. There are 'Circulate' and 'Cancel' buttons at the top right.

3 Click “Temporary Storage” to open it.

The screenshot shows the 'Bulletin Board Document' page in a Microsoft Internet Explorer browser window. The page has a left sidebar with a 'Reference' section containing links: 'Scan Document', 'Personal Outbox Document', 'Personal Inbox Document', 'Public Inbox Document', 'Bulletin Board Document', 'Circulated Document', 'Request Processing', and 'Temporary Storage'. The 'Temporary Storage' link is circled in red. The main content area shows a list of documents with columns for 'File Name' and 'Category'. The first two documents are 'OfficeBridge - Notep'. There are 'Add' buttons and 'Page : 1' and 'Display 10 Items' controls. At the bottom, there is a 'Delete' button and a table with columns 'Bulletin Board Document' and 'Change Order', showing 'E-mail Message' as the first item.

- 4** Check the boxes next to the File names and click [Add].

When you check the box next to “File Name”, all the displayed destinations will be selected.

If you add a wrong destination, select the file from the list below and select [Delete].

- 5** After you have added all of the desired destinations, click [Save].

- 6** After you have adjusted the necessary settings, click either [Send], [Post] or [Circulate] to send the files with temporary storage documents attached.

Chapter

3

Using the Admin Tools

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Administrator registration

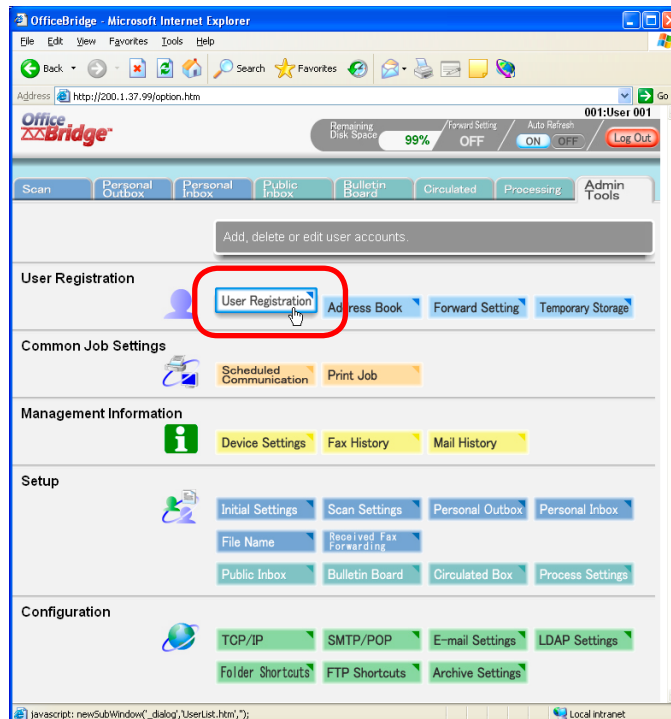
All OfficeBridge users can access every settings within OfficeBridge if an administrator has not been selected. However, when an administrator has been registered, the other users cannot access the user registration settings.

Also, an administrator can protect the following settings on the “Admin Tools” tab to keep other users from changing the settings.

- Register and edit the “Shared address book”.
- Import the destination’s information to the “Shared address book”.
- “Initial Settings”
- “Scan Settings”
- “Personal Outbox Settings”
- “Personal Inbox Settings”
- “Public Inbox Settings”
- “Bulletin Board Settings”
- “Circulated Box Settings”
- “Processing Request Settings”
- “TCP/IP Settings”
- “SMTP/POP Settings”
- “E-mail Settings”
- “LDAP Settings”
- “Device Settings”

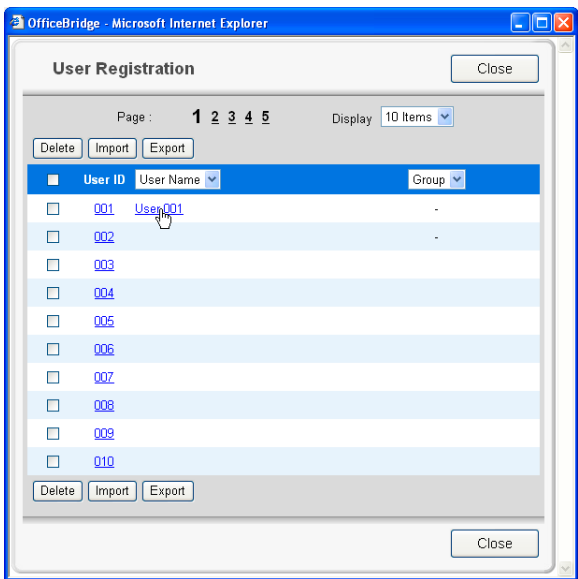
Registering an administrator

- 1 Log-in to “OfficeBridge”.
- 2 Click [User Registration] on the “Admin Tools” tab.



3 Select the user you want to register as the administrator.

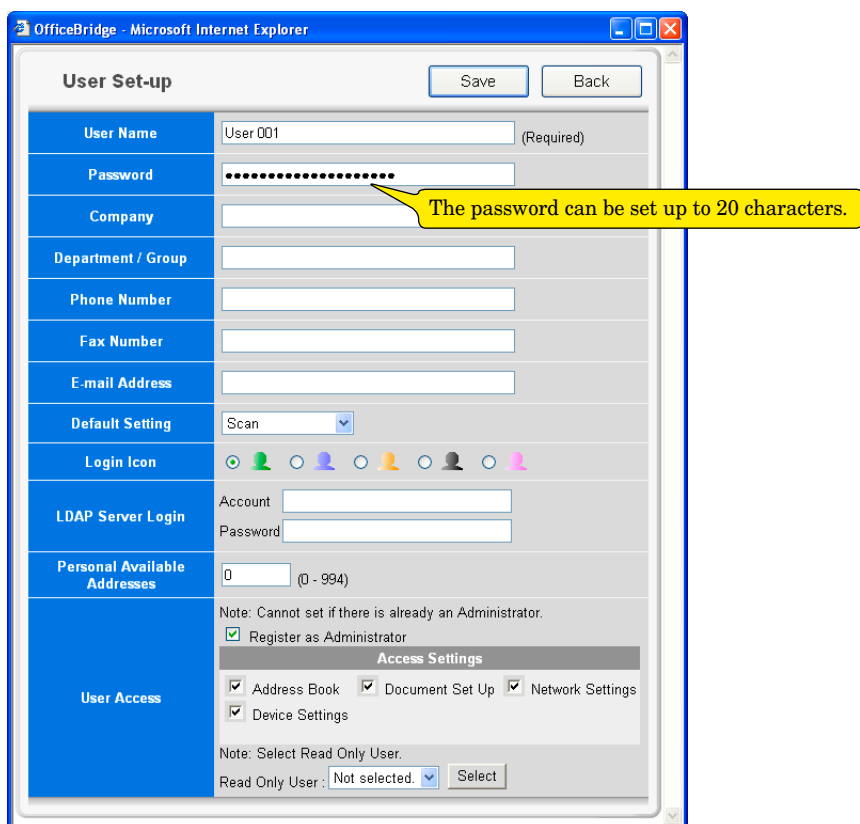
NOTE: Only one user can be registered as the administrator.



4 Click [Register as Administrator].

A screenshot of the 'OfficeBridge - Microsoft Internet Explorer' window displaying the 'User Set-up' page. The page has a title bar, 'Save' and 'Back' buttons, and a form with fields for 'User Name', 'Password', 'Company', 'Department / Group', 'Phone Number', 'Fax Number', 'E-mail Address', 'Default Setting', 'Login Icon', 'LDAP Server Login', and 'Personal Available Addresses'. The 'User Name' field contains 'User 001'. Below the form is the 'User Access' section, which includes a 'Note: cannot set if there is already an Administrator.' and a checked 'Register as Administrator' checkbox. There are also 'Access Settings' checkboxes for 'Address Book', 'Document Set Up', 'Network Settings', and 'Device Settings'. A 'Read Only User' dropdown is set to 'Not selected.' with a 'Select' button. Three yellow callout boxes provide instructions: one points to the 'Register as Administrator' checkbox with the text 'Click this box to set this user as administrator.', another points to the 'Access Settings' section with the text 'The administrator can protect these settings to keep other user from changing settings.', and a third points to the 'Read Only User' dropdown with the text 'The users selected here can review the setting protected by the administrator. However, they cannot change the setting.'

5 Set the “Password”.



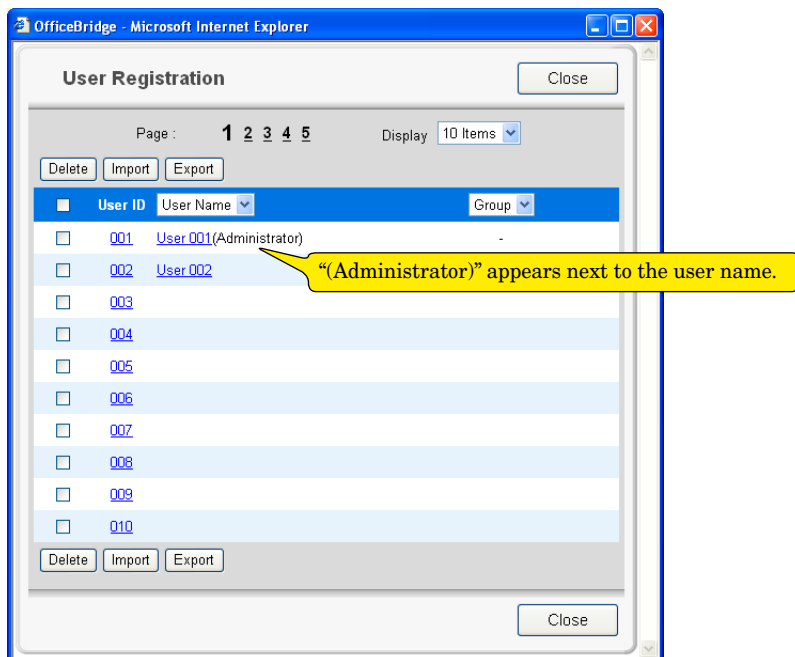
OfficeBridge - Microsoft Internet Explorer

User Set-up [Save] [Back]

User Name	User 001 (Required)
Password
Company	
Department / Group	
Phone Number	
Fax Number	
E-mail Address	
Default Setting	Scan
Login Icon	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
LDAP Server Login	Account: <input type="text"/> Password: <input type="text"/>
Personal Available Addresses	0 (0 - 994)
User Access	<p>Note: Cannot set if there is already an Administrator. <input checked="" type="checkbox"/> Register as Administrator</p> <p>Access Settings</p> <p><input checked="" type="checkbox"/> Address Book <input checked="" type="checkbox"/> Document Set Up <input checked="" type="checkbox"/> Network Settings <input checked="" type="checkbox"/> Device Settings</p> <p>Note: Select Read Only User. Read Only User: Not selected [Select]</p>

6 Click [Save].

7 The administrator has been registered.



OfficeBridge - Microsoft Internet Explorer

User Registration [Close]

Page: 1 2 3 4 5 Display: 10 Items

[Delete] [Import] [Export]

<input type="checkbox"/>	User ID	User Name	Group
<input type="checkbox"/>	001	User.001(Administrator)	-
<input type="checkbox"/>	002	User.002	
<input type="checkbox"/>	003		
<input type="checkbox"/>	004		
<input type="checkbox"/>	005		
<input type="checkbox"/>	006		
<input type="checkbox"/>	007		
<input type="checkbox"/>	008		
<input type="checkbox"/>	009		
<input type="checkbox"/>	010		

[Delete] [Import] [Export]

[Close]

Log-in as the administrator

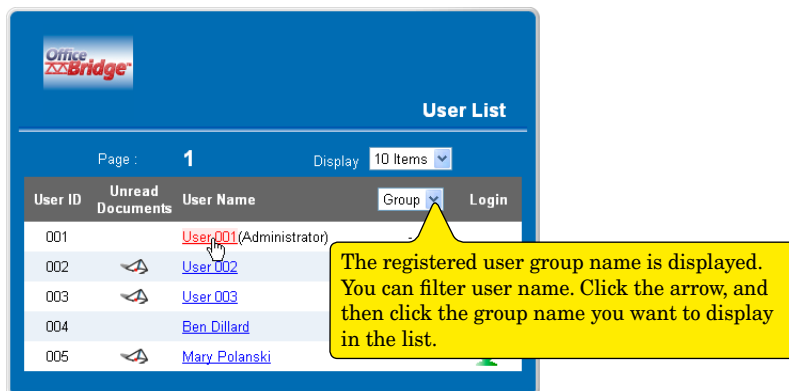
- 1 Enter your machine's IP address in the URL address field of your browser (for example, <http://192.168.1.10>).

– or –

If you created the “OfficeBridge” shortcut on your desktop, click it.

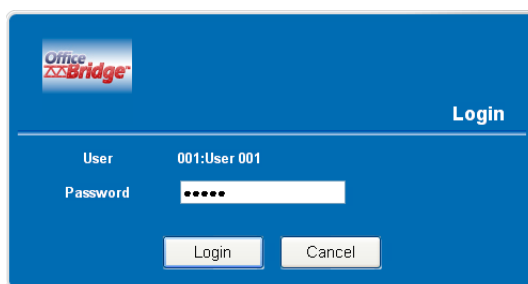


The “User List” screen will appear.



NOTE: When only one user is registered, the “User List” screen does not appear.

- 2 Click the user name of administrator.
- 3 Enter the password.



NOTE: If the password has not been set, this dialog box will not appear. You can skip this step.

NOTE: If you forget the password, contact your authorized Muratec dealer.

- 4 The OfficeBridge screen will appear.

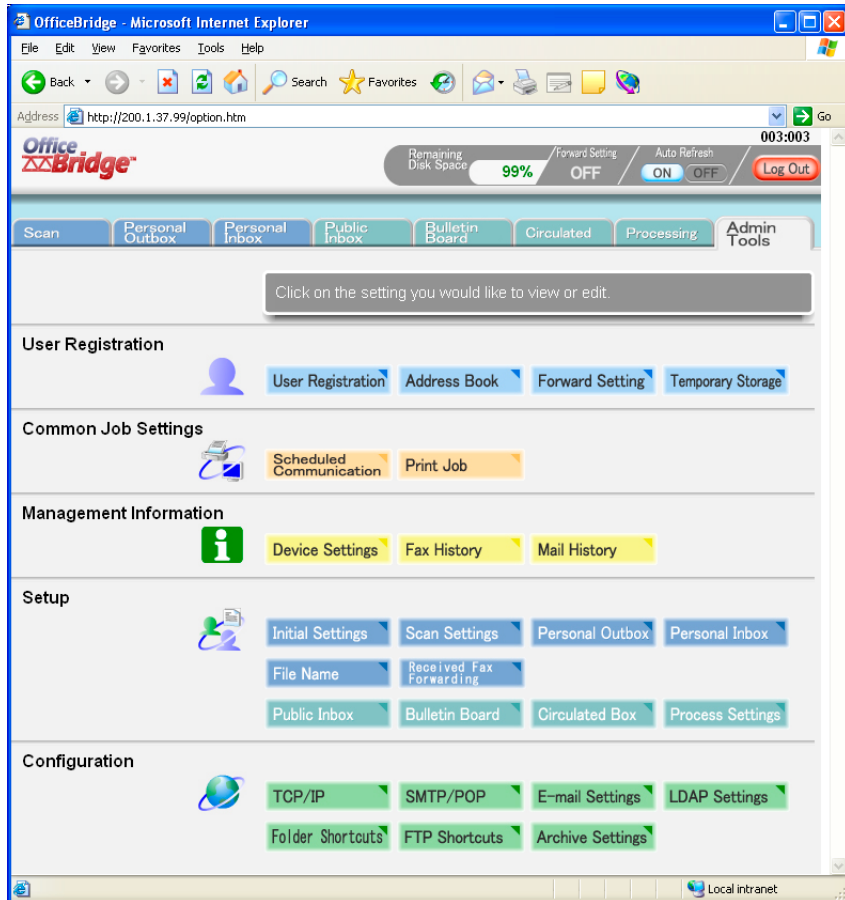
Logout of OfficeBridge

Use the “Logout” procedure to end your “OfficeBridge”.

- 1 Click [Log Out] on the “OfficeBridge” screen.
- 2 Close your browser.

Opening the Admin Tools tab

- 1 Log-in to “OfficeBridge”.
If the administrator is registered, you should log-in as an administrator to access all settings.
- 2 Click “Admin Tools” tab.
The Admin Tools menu will appear.



“Admin Tools” menu

<User Registration> ⇨ [page 3-9](#)

- [User Registration]
Manages user registration.
- [Address Book]
Registers destination information into the address book.
- [Forward Setting]
Sets the forwarding destination when the user is not present to receive communications.
- [Temporary Storage]
The “Temporary Storage” list will be displayed.

<Communication Job Settings> ⇨ [page 3-25](#)

- [Scheduled Communication]
This is used for scheduling fax and e-mail communications and for canceling communications.
- [Print Job]
This is used to view jobs being printed or spooled, as well as for canceling jobs.

<Management Information> ⇨ [page 3-29](#)

- [Device Settings]
This is for checking device information on the machine.
- [Fax History]
This is for checking the fax sending/receiving history.
- [Mail History]
This is for checking the e-mail sending/receiving history.

<Setup> ⇨ [page 3-35](#)

- [Initial Settings]
This creates download settings (file format etc.) and settings for temporary storage documents (document preservation period).
- [Scan Settings]
This creates settings for the scan functions (document preservation period).
- [Personal Outbox]
This creates settings for the send documents (document preservation period etc.)
- [Personal Inbox]
This creates settings for inbox documents (document preservation period etc.)
- [File Name]
This creates a file name for document scanning.
- [Received Fax Forwarding]
This creates settings for fax forwarding functions.
- [Public Inbox]
This creates settings for public inbox (public inbox function enable/disable, document hold time, etc.)
- [Bulletin Board]
This creates settings for bulletin board (bulletin board function enable/disable, posting period, etc.)

- [Circulated Box]
This creates settings for circulation box (circulation function enable/disable, document hold time, etc.)
- [Process Settings]
This creates settings for processing request box (processing request function enable/disable, initial setting for processing period, etc.)

<Configuration> ⇨ [page 3-52](#)

- [TCP/IP]
This sets the network environment (IP address, sub-net mask, etc.)
- [SMTP/POP]
This sets the e-mail environment (e-mail addresses, servers, etc.)
- [E-mail Settings]
This sets the send document file format, e-mail template registrations, etc.
- [LDAP Settings]
This creates settings for LDAP (Light Directory Access Protocol) server.
- [Folder Shortcuts]
This creates folder shortcut.
- [Archive Settings]
This creates settings for archive setting.

User Registration

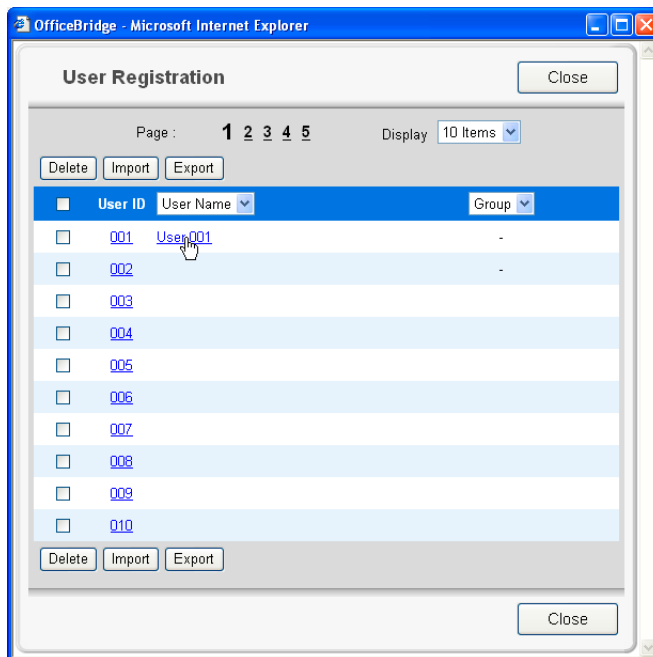
User Registration

Register a new user

- 1 Log-in to OfficeBridge.

NOTE: If the administrator is registered, you may log-in as an administrator to access this setting.

- 2 Click “Admin Tools” tab.
- 3 Click [User Registration].
The “User Registration” screen will appear.



- 4 Click a number you want to register.
The “User Set-up” screen will appear.

OfficeBridge - Microsoft Internet Explorer

User Set-up [Save] [Back]

User Name User001 (Required)

Password []

Company []

Department / Group []

Phone Number []

Fax Number []

E-mail Address []

Default Setting Scan [v]

Login Icon [] [] [] [] [] [] [] []

LDAP Server Login
Account []
Password []

Personal Available Addresses 0 (0 - 994)

User Access
Note: Cannot set if there is already an Administrator.
☐ Register as Administrator
Access Settings
☒ Address Book ☒ Document Set Up ☒ Network Settings
☒ Device Settings
Note: Select Read Only User.
Read Only User : Not selected. [v] [Select]

Item	Description
“UserName” (required)	Enter the name of the “OfficeBridge” user. Up to 30 characters.
“Password”	Enter the user password used to log-in to “Office-Bridge”. Up to 20 alphanumeric characters.
“Company”	Enter the user’s company name. Up to 50 characters.
“Department/Group”	Enter the name of the department or group name the user belongs to. Up to 100 characters.
“Phone Number”	Enter the user’s telephone number. Up to 40 digits.
“Fax Number”	Enter the user’s fax number. Up to 40 digits.
“E-mail Address”	Enter the user’s the e-mail address. Up to 50 alphanumeric characters.

Item	Description
“Default Setting”	<p>Set the default tab that displayed first when you log-in to “OfficeBridge”.</p> <p>NOTE: If there is an unread document, after log-in, the tab for that unread document will be displayed first.</p> <p>NOTE: If the “Public Inbox”, “Bulletin Board”, “Circulate Box”, or “Processing request” function is disabled, the corresponding tab will not be displayed.</p>
“Log-in Icon”	Selects the color of the icon indicating an active user in the “User List” screen .
“LDAP Server Log-in”	Enter the Account name and password used to log-in to the LDAP server.
“Personal Available Address”	<p>Sets maximum number of destinations that the user can register with the “Personal Address Book”.</p> <p>NOTE: The maximum number that can be registered vary according to the memory capacity.</p>
“User Access”	<p>When registering the user as an administrator, check “Resister as Administrator”.</p> <ul style="list-style-type: none"> • Access Settings <p>When the administrator has been registered, the “User Registration” cannot setup by the user other than administrator. Also, an administrator may protect the following items to keep other users from changing the settings.</p> <p>[Address Book]:</p> <p>When this is checked, the following items are protected:</p> <ul style="list-style-type: none"> • Register and edit the shared address book. • Import the information to the shared address book. <p>[Document Setup]:</p> <p>When this is checked, the following items are protected:</p> <ul style="list-style-type: none"> • “Initial Settings” • “Scan Settings” • “Personal Outbox Settings” • “Personal Inbox Settings” • “Public Inbox Settings” • “Bulletin Board Settings” • “Circulated Box Settings” • “Processing Request Settings” <p>[Network Settings]:</p> <p>When this is checked, the following items are protected:</p> <ul style="list-style-type: none"> • “TCP/IP Settings” • “SMTP/POP Settings” • “E-mail Settings” • “LDAP Settings” <p>[Device Settings]:</p> <p>When this is checked, the “Device Settings” is protected.</p> <ul style="list-style-type: none"> • Select Read Only User <p>An administrator can specify the users permitted to only read the protected items.</p>

Item	Description
[Save] button	Saves the entered settings and closes the “User set-up” dialog box.
[Back] button	Closes the “User Set-up” dialog box without saving.

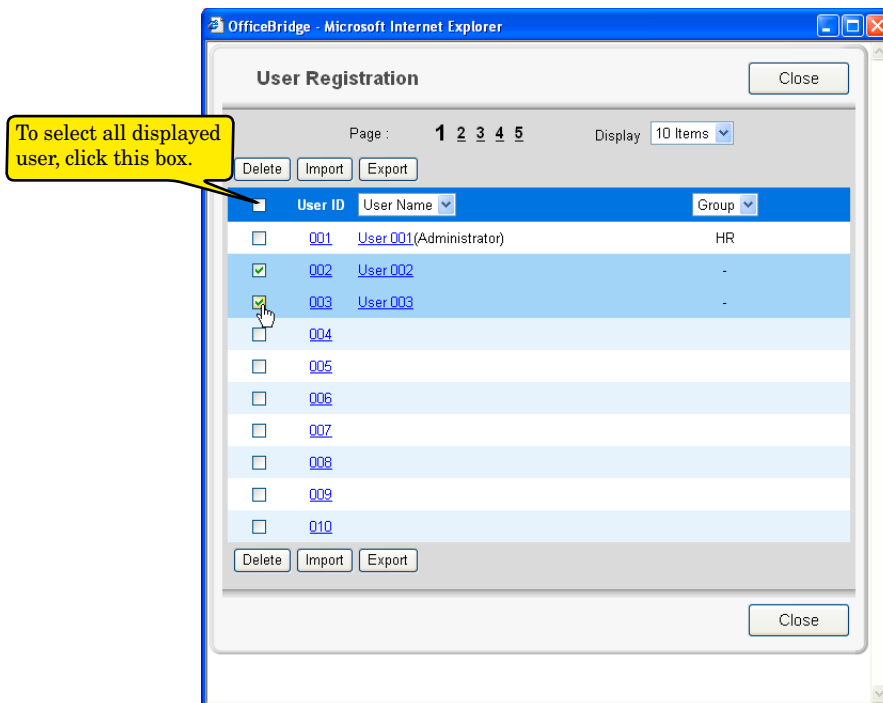
- 5 Enter a new user information, then click [Save].
The settings are registered and the “User Set-up” dialog will be closed.
- 6 If you want to register another user information, repeat procedure from step 4. Otherwise, click [Close] on the “User Registration” screen to finish.

Changing user information

- 1 Repeat steps 1 through 3 in [Register a new user](#).
- 2 In the “User Registration” list, click a user name you want to modify.
The “User Set-up” dialog will appear.
- 3 Modify items in the “User Set-up” dialog, then click [Save].
The settings are registered and the “User Set-up” dialog will be closed.
- 4 If you want to modify another user information, repeat procedure from step 2. Otherwise, click [Close] on the “User Registration” screen to finish.

Deleting user information

- 1 Repeat steps 1 through 3 in [Register a new user](#).
- 2 In the “User Registration” list, click a user you want to delete.



- 3 Click [Delete].
The deletion confirmation dialog box will appear.
- 4 Click [OK] to delete the selected user information.
- 5 Click [Close] to finish.

Exporting/importing user information

You can export user information to vCard format file and import data from vCard format file.

The following items can be imported or exported:

“User Name”, “Company”, “Department /Group”, “Phone number”, “Fax number”, and “E-mail Address”

Exporting user registration

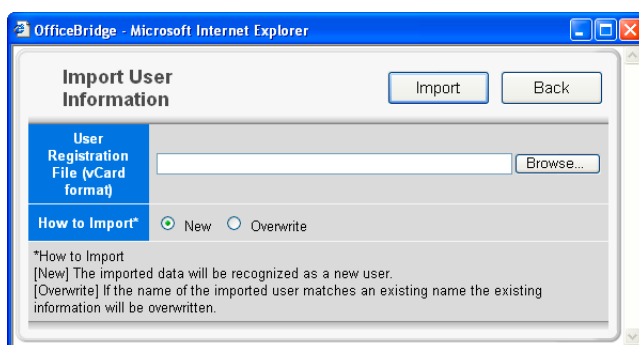
Converts the user information data to a vCard format file and stores it on your computer.

- 1 Repeat steps 1 through 3 in [Register a new user](#).
- 2 In the “User Registration” list, select the user(s) you want to export, and click [Export].
Export confirmation dialog box will appear.
- 3 Click [OK].
The Windows download destination folder and file name will be displayed.
- 4 Specify the folder and file name to save to, and click [Save].
The data is converted to a vCard format file and stored in a specified location.
- 5 If you want to export another user information, repeat procedure from step 2.
Otherwise, click [Close] on the “User Registration” screen to finish.

Importing user registration

You can import data from a vCard format file as “OfficeBridge” user information data.

- 1 Repeat steps 1 through 3 in [Register a new user](#).
- 2 In the “User Registration” screen, click [Import].
The “Import User Information” dialog box will appear.
- 3 Type the file location and file name you want to import. If you are not sure of the file location or file name, click [Browse].



- 4 Select “New” or “Overwrite” in “How to Import” field.
- 5 Click [Import].
Import confirmation dialog box will appear.
- 6 Click [OK].
The data will be imported.
- 7 Click [Close] in the “User Registration” screen to finish.

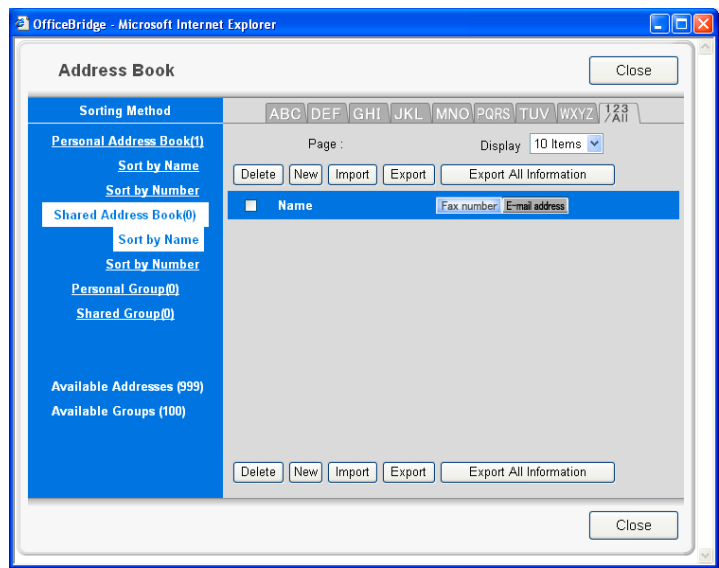
Address Book

Registering a new destination

Registering to the Shared Address Book

NOTE: If the administrator is registered, you may log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click “Admin Tools” tab.
- 3 Click [Address Book].
The “Address Book” screen will appear.



Item	Description
Sorting Method	<p>Click the category of the address book to make it display in the list.</p> <ul style="list-style-type: none">• “Personal Address Book(0)” — Displays the registered information in “Personal Address Book”.• “Shared Address Book(0)” — Displays the registered information in “Shared Address Book”. <p>NOTE: The number in the parentheses indicates how many destinations have been registered.</p> <ul style="list-style-type: none">• “Sort by Name” The registered destinations are displayed in alphabetical order. In this mode, index tab will appear for easy searching a destination by alphabet.• “Sort by Number” The registered destinations are displayed in the address book number order.• “Personal Group (0)” Displays the registered private groups. The number in parentheses indicates how many groups have been registered.

Item	Description
	<ul style="list-style-type: none"> • “Shared Group (0)” Displays the registered shared groups. The number in parentheses indicates how many groups have been registered. • “Available Addresses (####)” Indicates the number of remainder addresses that can be registered. • “Available Groups (###)” Indicates the number of remainder group locations that can be registered.

4 Click “Shared Address Book(0)”.

5 Click “Sort by Name” or “Sort by Number”.

6 In “Sort by Name” mode, click [New]
In “Sort by Number” mode, click an address book number that does not contain destination information.
The “Set Shared Address” dialog will appear.

Item	Description
“Name”	Enter the name of destination. Up to 30 characters.
“Fax Number”	Enter the fax number for the destination. The fax number may contain up to 40 digits.
“E-mail Address”	Enter the e-mail address for the destination. You can input up to 50 characters.

7 Enter destination information, then click [Save].
The screen returns to the “Address Book” screen.

8 If you want to register another destination, repeat procedures from step 5.
To finish the registration, click [Close] in the “Address Book” screen.

Registering to the Personal Address Book

- 1 Repeat steps 1 through 3 in [Registering to the Shared Address Book](#).
- 2 Click “Personal Address Book(0)”.
- 3 Click “Sort by Name” or “Sort by Number”.
- 4 In “Sort by Name” mode, click [New]
In “Sort by Number” mode, click an address book number that does not contain destination information.
The “Set Personal Address” dialog will appear.

Item	Description
“Name”	Enter the name of destination. Up to 30 characters.
“Fax Number”	Enter the fax number for the destination. The fax number may contain up to 40 digits.
“E-mail Address”	Enter the e-mail address for the destination. You can register up to 50 characters.

- 5 Enter destination information, then click [Save].
- 6 If you want to register another destination, repeat procedures from step 3.
To finish the registration, click [Close] in the “Address Book” screen.

Changing the destination's information

- 1 Repeat steps 1 through 3 in [Registering to the Shared Address Book](#).
- 2 Click a destination you want to edit.
- 3 Edit the destination's information, then click [Save].
- 4 If you want to change another destination, repeat procedures from step 2. To finish the registration, click [Close] in the "Address Book" screen.

Deleting a destination

- 1 Repeat steps 1 through 3 in [Registering to the Shared Address Book](#).
- 2 Select the destination you want to delete.
- 3 Click [Delete].
The deletion confirmation screen will appear.
- 4 Click [OK] in the deletion confirmation screen.
- 5 If you want to delete another destination, repeat procedures from step 2. To finish the registration, click [Close] in the "Address Book" screen.

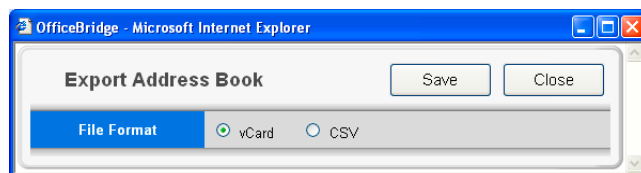
Exporting/importing destination information

You can export destination information to vCard or CSV format file and import data from vCard or CSV format file.

Exporting destination information

Converts the destination information data to a vCard format file and stores it on your computer.

- 1 Repeat steps 1 through 3 in [Registering to the Shared Address Book](#).
- 2 In the "Address Book" dialog, select either "Shared Address Book" or "Personal Address Book" as the address book export category.
- 3 Select the destinations you want to export, then click [Export].
To export all the destination information, click [Export all Information].
- 4 Select the file format, vCard or CSV, then click [Save].



- 5 Specify the folder and file name to save to, and click [Save].
The data is converted to the specified format file and stored in a specified location.
- 6 Click [Close] in the "Address Book" screen to close the "Address Book" screen.

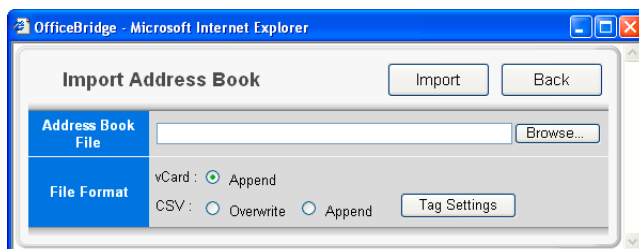
Importing user registration

You can import data from a vCard or CSV format file as “OfficeBridge” destination information data.

- 1 Repeat steps 1 through 3 in [Registering to the Shared Address Book](#).
- 2 In the “Address Book” dialog, select either “Shared Address Book” or “Personal Address Book” as the address book import category.

NOTE: If the administrator is registered, you should log-in as an administrator to import the data to the “Shared address book”.

- 3 Click [Import].
The “Import Address Book” dialog box will appear.
- 4 Type the file location and file name you want to import. If you are not sure of the file location or file name, click [Browse].

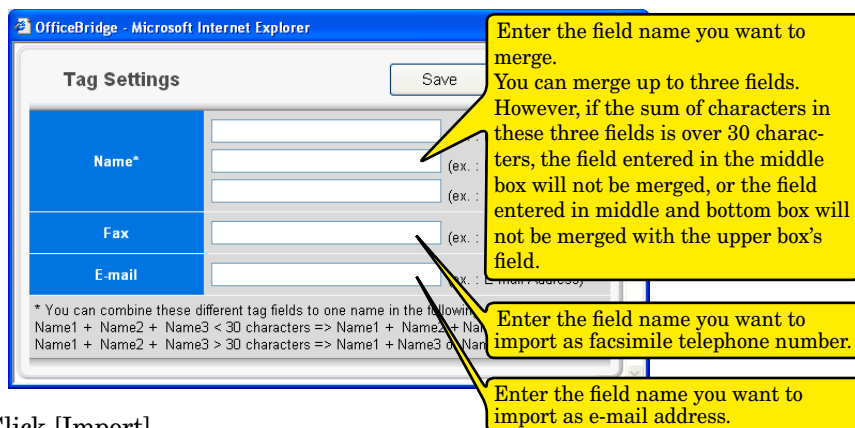


- 5 Select the file format, vCard or CSV.

If you select CSV format, you can set the following options:

- Select “Overwrite” or “Append”.
- Tag Settings:

If your address book data contains separate fields for the destination’s first name, middle name and last name, click [Tag Settings] to merge the information into one field.



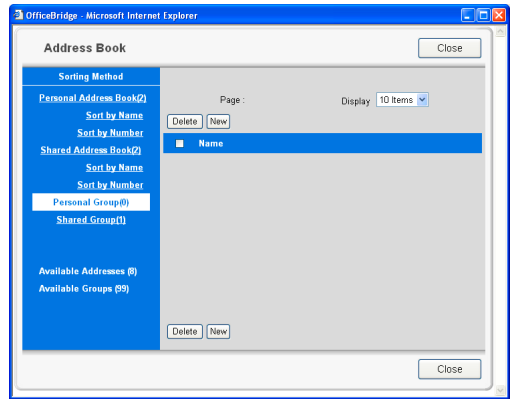
- 6 Click [Import].
Import confirmation dialog box will appear.
- 7 Click [OK].
The data will be imported.
- 8 Click [Close] in the “Address Book” screen to close the “Address Book” screen.

Registering groups

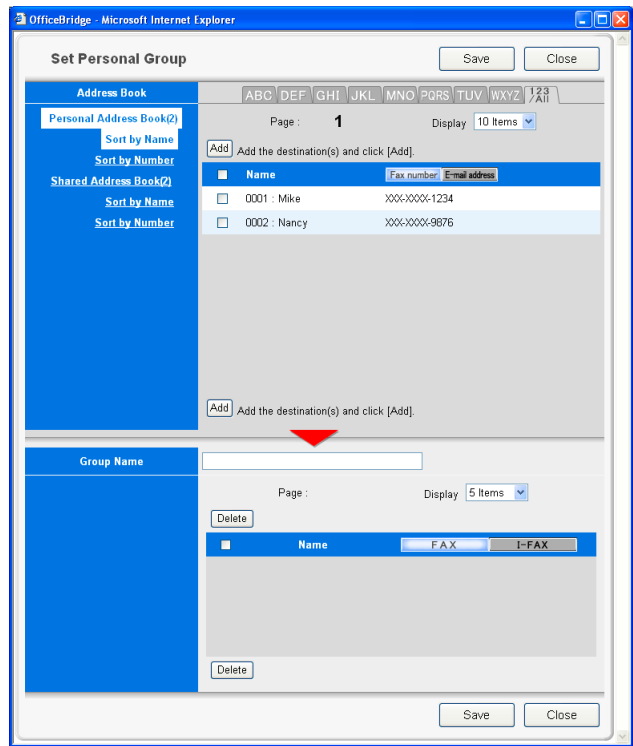
Group addressing allows you to quickly distribute documents to multiple recipients.

Registering a new group into the Personal Group

- 1 On the “Admin Tools” tab, click “Address Book”.
The “Address Book” dialog will appear.
- 2 In the “Address Book” dialog, click “Personal Group”.
- 3 Click [New].



- 4 Select the one or more destinations to add to the personal group.
You can select destinations from “Personal Address Book” and “Shared Address Book”.



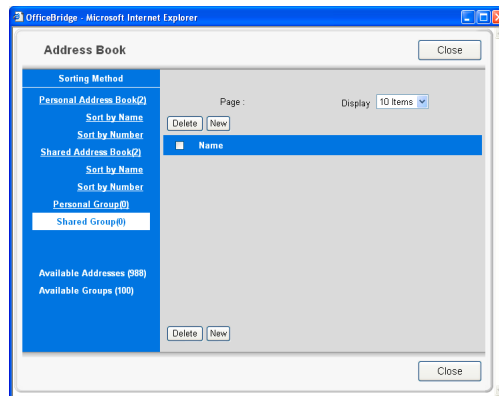
- 5 Click [Add].
The selected destinations will be displayed in the address list at the bottom of the screen.

- 6 Enter the group name on the “Group Name” field, then click [Save].
The group will be registered.
- 7 To register another group, repeat procedures from step 2. Otherwise, click [Close] on the “Address Book” dialog box to finish.

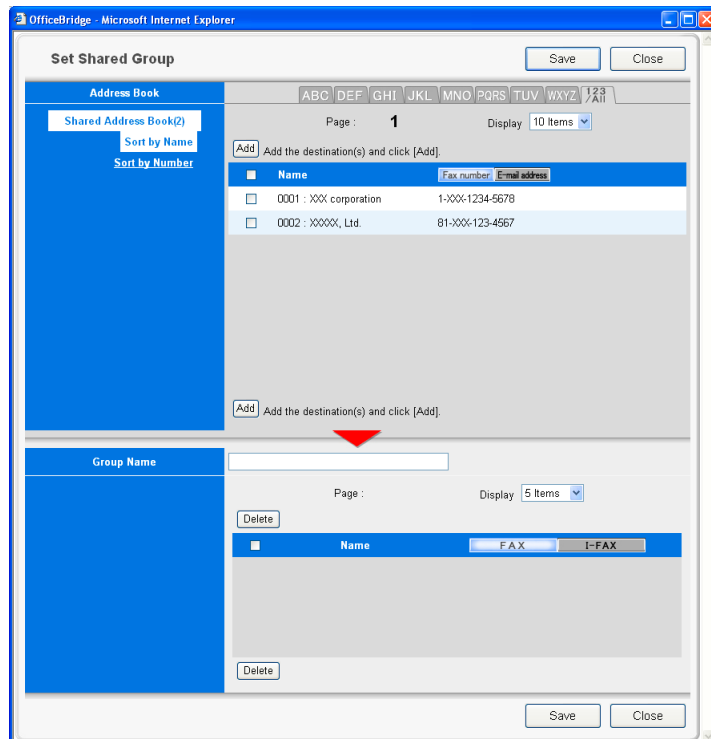
Registering a new group into the Shared Group

NOTE: If the administrator is registered, you should log-in as an administrator to register a new group into the “Shared address book”.

- 1 On the “Admin Tools” tab, click “Address Book”.
The “Address Book” dialog will appear.
- 2 In the “Address Book” dialog, click “Shared Group”.
- 3 Click [New].



- 4 Select one or more destinations to add to the shared group.
You can select destinations from “Shared Address Book”.



- 5** Click [Add].
The selected addresses will be displayed in the address list at the bottom of the screen.
- 6** Enter the group name on the “Group Name” field, then click [Save].
The group will be registered.
- 7** To register another group, repeat procedures from step 2.
Otherwise, click [Close] on the “Address Book” dialog box to finish.

Editing a group

- 1** On the “Admin Tools” tab, click “Address Book”.
The “Address Book” dialog will appear.
- 2** In the “Address Book” dialog, click either “Personal Group” or “Shared Group” as the category for the group to edit.

NOTE: If the administrator is registered, you should log-in as an administrator to edit a group in the “Shared address book”.

- 3** Click the group name you want to edit.
The “Set Personal Group” dialog or “Set Shared Group” dialog will be displayed.
- 4** Edit the contents of the items in the “Set Personal Group” dialog or the “Set Shared Group” dialog, then click [Save].
The edited group information will be registered and the “Set Personal Group” dialog or the “Set Shared Group” dialog will be closed.
- 5** To edit another group, repeat procedures from step 2.
Otherwise, click [Close] on the “Address Book” dialog box to finish.

Deleting a group

- 1** On the “Admin Tools” screen, click “Address Book”.
The “Address Book” dialog will appear.
- 2** In the “Address Book” dialog, click either “Personal Group” or “Shared Group” as the category for the group to delete.

NOTE: If the administrator is registered, you should log-in as an administrator to delete a group in the “Shared address book”.

- 3** Check one or more group to delete and click [Delete].
The deletion confirmation dialog box will appear.
- 4** Click [OK].
The selected group will be deleted.
- 5** Click [Close] in the “Set Address Book” dialog.
The “Address Book” dialog will be closed.

Forwarding Settings

This sets the forwarding setting of fax documents and e-mail documents received into the Personal Inbox.

NOTE: Regarding the forwarding setting of the document received to the “Public Inbox,” see [“Received Fax Forwarding”](#).

- 1 Log-in to “OfficeBridge”.
- 2 Click “Admin Tools” tab.
- 3 Click [Forward Setting].
The “Forward Setting” dialog box will appear.
- 4 Create settings in the “Forwarding Setting” dialog.

OfficeBridge - Microsoft Internet Explorer

Forward Setting [Save] [Close]

Forwarding
☐ ON
☒ OFF

Received Document Handling
☒ Leave in Personal Inbox
☐ Print
☐ Forward to Another User Select User: Not Selected [Select]
☐ Forward by Fax Fax Number: [Text Field]
☐ Forward by E-mail E-mail Address: [Text Field]
File Format: ☒ PDF ☐ TIFF-S ☐ TIFF

Period
☒ Always
☐ Month/Date Start: [Month] [Day] - End: [Month] [Day]
☐ Day-of-Week Start: [Day] - End: [Day] ☐ Every Week
☐ Time Start: [Hour] [AM/PM] - End: [Hour] [AM/PM] ☐ Everyday

Item	Description
“Forwarding”	Selects “On” or “Off” for the forwarding function.
“Received Document Handling”	Selects leaving received documents in the document list or forwarding them to another user. <ul style="list-style-type: none">• “Leave in Personal Inbox” Check this to leave the document where it is without forwarding.• “Print” Check this to print the document.• “Forward to Another User” Check this to forward the document to another user or user group. Click the [Select], then select the user or user group from the “Forwarding Destination” dialog.• “Forward by Fax” Check this to forward the document by fax and enter the fax number to forward to. The forwarding fax number may contain up to 40 alphanumerics.

Item	Description
	<ul style="list-style-type: none">• “Forward by E-mail” Check this to forward the document by e-mail and enter the e-mail address to forward to. The forwarding e-mail address may contain up to 50 characters. At the same time, select the file format for the forwarding document by checking it.
“Period”	<p>This sets the forwarding period for the received document.</p> <ul style="list-style-type: none">• “Always” Check this to always forward the document.• “Month/Day”• “Day-of-week”• “Time” <p>To specify the forwarding period, check one of these and set the period.</p>
[Save] button	Select to register the settings.
[Close] button	Select to close the dialog box.

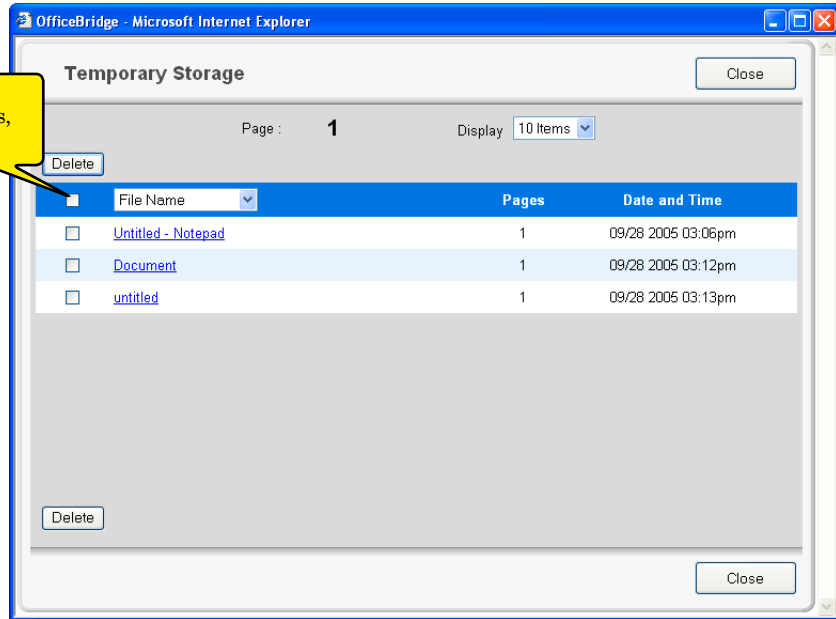
5 Click [Save] to save the setting.

Temporary Storage list

You can view and delete a temporary storage document.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Temporary Stroage] on the “Admin Tools” tab.
The “Temporary Storage” screen will appear.

To select all displayed documents, click this box.



Item	Description
“Page”	Accesses the next page of the temporary storage document list. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
“Display”	Sets the number of users to be displayed (10, 20, or all).
“File Name”	The temporary storage document file name will be displayed. When you click the list and select a file name, the documents displayed will be sorted by file name.
“Pages”	The number of pages in the temporary storage document will be displayed.
“Date and Time”	The document storage date and time will be displayed.
[Delete] button	Select the temporary storage document to delete. The selected document will be deleted from the “Temporary Storage” list.
[Close] button	Closes the “Temporary Storage” list.

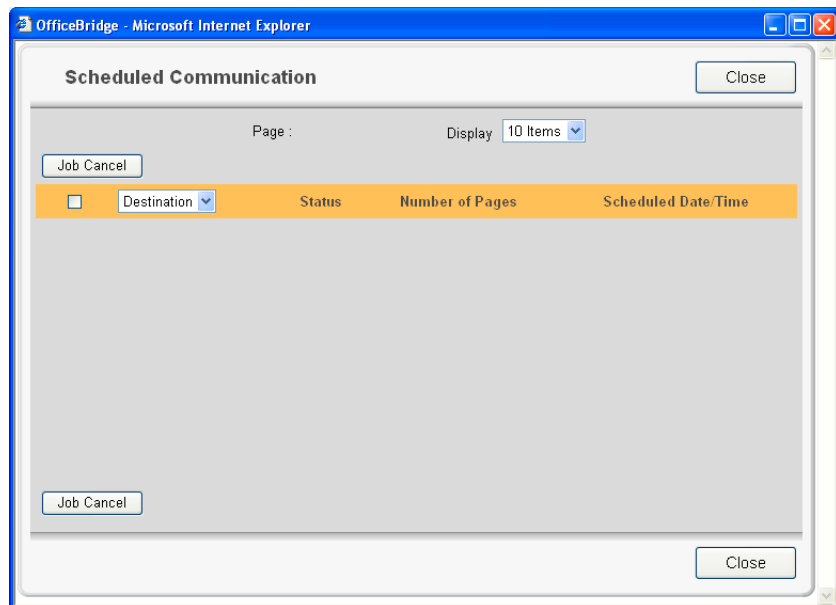
Common Job Settings

Scheduled Communication

Checks the progress of scheduled fax and e-mail communications proposed by using the machine's control panel. Current jobs can also be stopped.

NOTE: To check or cancel the communication proposed by using the OfficeBridge screen, use the [“Personal Outbox” tab](#).

- 1 Log-in to “OfficeBridge”.
- 2 Click [Scheduled Communication] on the “Admin Tools” tab.
The “Scheduled Communication” screen will appear.



Item	Description
“Page”	Switches the page of the scheduled communication display. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
“Display”	Sets the number of commands displayed (10, 20, or all).
“Destination”	The destination's name or fax number or e-mail address is displayed. When sending to multiple destinations, the [Broadcast Details] button will appear. When you click this, other destination information is displayed. When you click the list button and select the address/sender, the scheduled communication displayed is narrowed down by the address/sender.

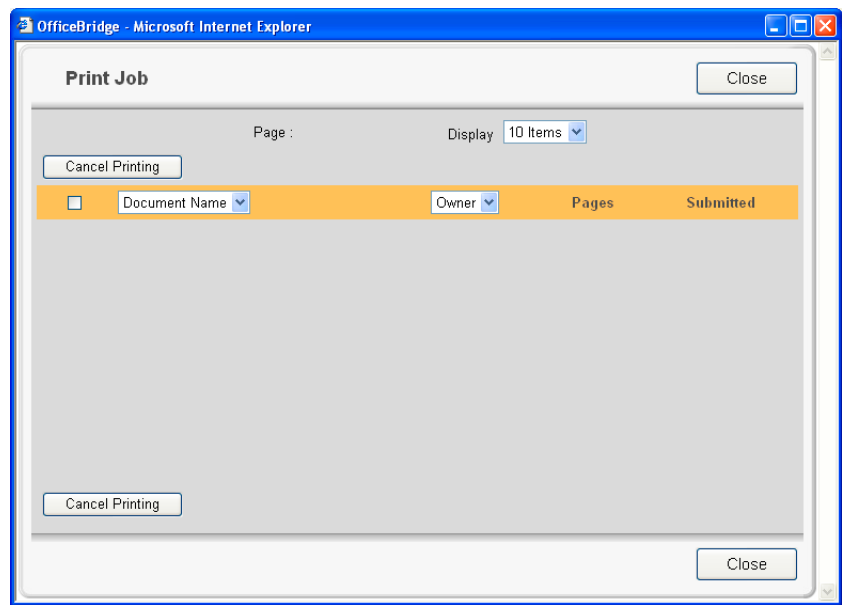
Item	Description
“Status”	The current status of the scheduled communication is displayed.
“Number of Pages”	The number of pages in the original for transmission is displayed.
“Scheduled Date/Time”	The date and time scheduled for the start of communications (the actual date and time for communications underway) are displayed.
[Job Cancel] button	Check the communication you want to cancel and click. The cancel confirmation dialog box will appear. When you click [OK], the communication is canceled and it is deleted from the list.
[Close] button	Closes the “Scheduled Communication” screen.

- 3** Click [Close].
The “Scheduled Communication” list will be closed.

Print Job

View print status of jobs that are in queue or spooling.
Current jobs can also be stopped.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Print Job] on the “Admin Tools” tab.
The “Print Job” screen will appear.



Item	Description
“Page”	Switches the page of the print job displayed. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
“Display”	Sets the number of commands displayed (10, 20, or all).
“Document Name”	The document file name is displayed. When you click the list and select the file name, the displayed print jobs are narrowed down by the file name.
“Status”	The current status of the print jobs is displayed.
“Owner”	The name of the computer that executed the printing is displayed. When you click the list button and select the computer name, the displayed print jobs are narrowed down by the computer name.
“Pages”	The number of pages printed is displayed in the form “xx/xx” (where x is the number of pages).
“Submitted”	The date and time on which the print job was submitted is displayed.

Item	Description
[Cancel Printing]	Check the job you want to cancel printing of and click. The cancel confirmation screen will appear. When you click the [OK], the printing is canceled and the job is deleted from the list.
[Close] button	Closes the “Print Job” screen.

- 3** Click [Close].
The “Print Job” list will be closed.

Management Information

Device Settings

Registering device information

Registers specific device information to distinguish machines when multiple units have been installed.

- 1 Log-in to OfficeBridge.

NOTE: If the administrator is registered, you should log-in as an administrator to edit this setting.

- 2 Click [Device Settings] on the “Admin Tools” tab.
The “Device Settings” screen will appear.

Device Name	Installation Location	System Options	Network Connection	Telephone Line Status	Scanner	Printer
<input type="text"/>	<input type="text"/>	<input type="text"/>	100Mbps Full duplex	Line 1: Ready	Ready	Ready

Cassette Name	Paper Setting	Direction	Paper Loaded	Media
Bypass tray	Letter	Landscape	No	Plain
1st cassette	Letter	Landscape	Yes	

Option	Status
Duplex unit	Installed

Initialize

Item	Description
“Device Name”	Enter the name of the main unit in order to identify the device. The name may contain up to 40 characters.
“Installation Location”	Enter the location where the main unit is installed, the department where it is used (managed), etc. The location may contain up to 100 characters.
“System Options”	You may add options that have been installed, the configuration of these devices, etc. This may contain up to 200 characters.
“Network Connection”	The current network communications speed and communications method are displayed.
“Telephone Line Status”	The current telephone line status is displayed.

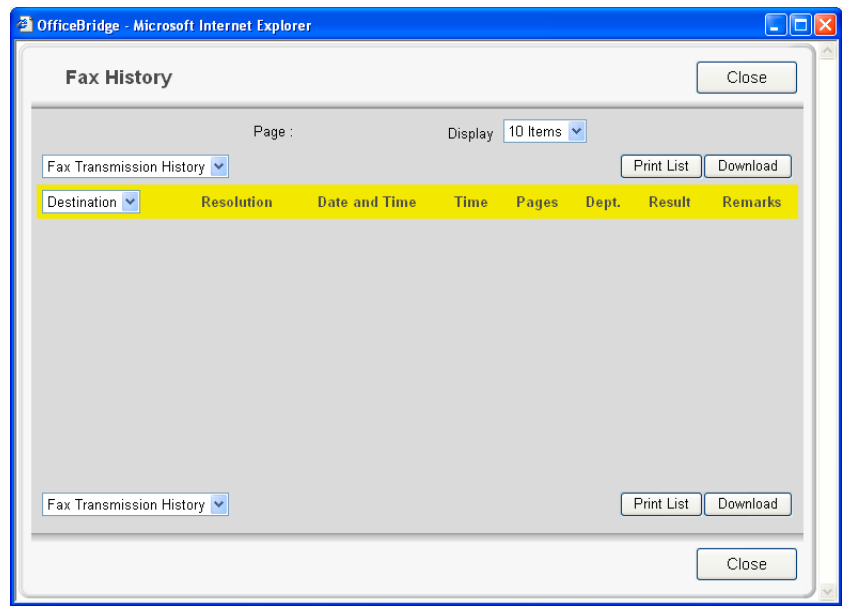
Item	Description
"Scanner"	The current scanner status is displayed.
"Printer"	The current printer status is displayed.
"Cassette"	The current cassette status is displayed.
"Options"	The attached optional unit name and status of it is displayed.
[Initialize]	Initializes the value of device setting.
[Save]	When you click this, the settings are registered.
[Close]	When you click this, the "Device Settings" screen will be closed.

- 3** Enter the "Device Name", "Installation Location", and "System Options", then click [Save].
The settings are registered and the "Device Settings" dialog will be closed.

Fax History

Checks the history of sent and received faxes.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Fax History] on the “Admin Tools” tab.
The “Fax History” screen will appear and the fax history can be checked.



Item	Description
“Page”	Switches the page of the fax history displayed. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
“Display”	Sets the number of communications displayed (10, 20, or all).
“Destination”	The fax address/sender is displayed. When you click the list button and select an address/sender, the displayed history will only reflect that user.
“Resolution”	The fax resolution is displayed.
“Date and Time”	The transmission start time will be displayed.
“Time”	The duration of the fax transmission will be displayed.
“Pages”	The number of pages in the fax will be displayed.
“Dept.”	The department code is displayed.
“Result”	The transmission result will be displayed. For details on the items displayed, refer to the main unit’s user’s guide.
“Remarks”	The remarks are displayed.

Item	Description
Transmission History	Select either “Fax Transmission History” or “Fax Reception History” as the fax history to be displayed.
[Print List]	When you click this, the print confirmation dialog box will appear. When you click the [OK] button, the fax history will be printed from the machine.
[Download]	When you click this, the download confirmation dialog box will appear. When you click the [OK] button, the Windows download destination folder and file name dialog is displayed. After specifying the folder to download to, enter the file name, then click the [Save]. The fax history is downloaded to the specified location in the computer as a CSV format file.
[Close]	When you click this, the “Fax History” screen will be closed.

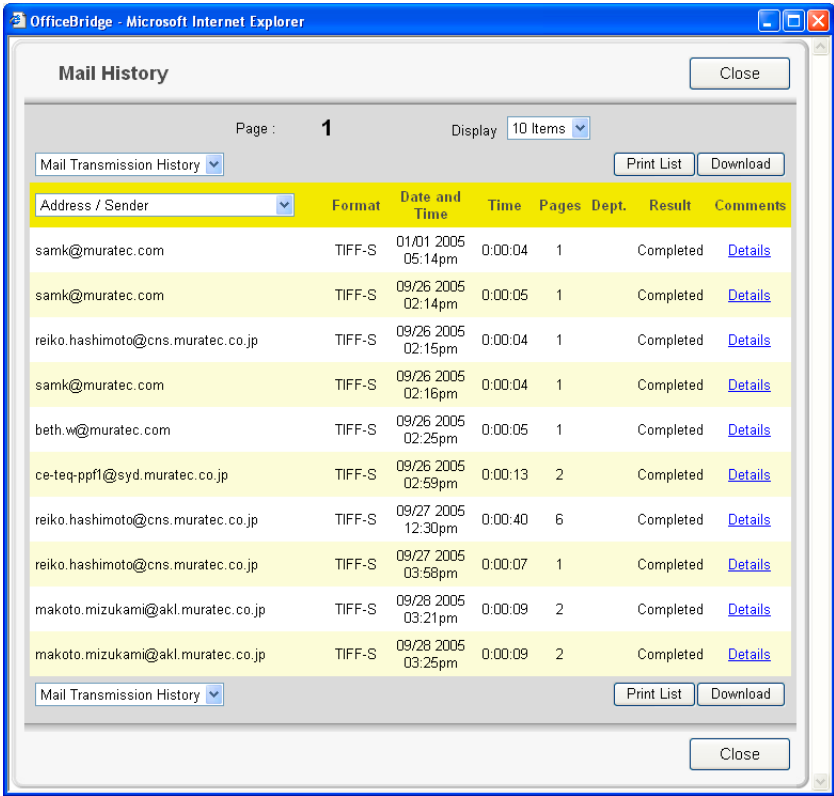
-
- NOTE:**
- The fax history displays a maximum of 100 transmissions — sending and receiving. When the maximum number of faxes sent or received has been recorded, each time a new transmission/reception history is added, the oldest record will be deleted.
 - The “Fax History” list can only be displayed. It cannot be edited.
-

3 Click [Close].
The “Fax History” list will be closed.

Mail History

Checks the history of sent and received e-mail.

- 1 Log-in to OfficeBridge.
- 2 Click [Mail History] on the “Admin Tools” tab.
The “Mail History” screen will appear and the e-mail history can be checked.



Item	Description
“Page”	Displays another email history page. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
“Display”	Sets the number of communications displayed (10, 20, or all).
Transmission History	For the e-mail history to be displayed, select either “Mail Transmission History” or “Mail Reception History”.
“Address/Sender”	The destination of the e-mail transmission will be displayed. When you click the list button and select [Address/Sender], the displayed history is based on the address/sender information.
“Format”	The e-mail attachment file format will be displayed.

Item	Description
“Date and Time”	The transmission start time of the e-mail will be displayed.
“Time”	The e-mail transmission time will be displayed.
“Pages”	The number of pages in the e-mail will be displayed.
“Dept.”	The department code will be displayed.
“Result”	The result will be displayed.
“Comments”	When you click “Details”, the destination, subject, and other detailed information for the e-mail will be displayed.
[Print List] button	When you click this, the print confirm dialog box will be displayed. When you click [OK], the e-mail history will be printed on the machine.
[Download] button	When you click this, the download confirmation dialog box will be displayed. When you click [OK], the Windows download destination folder and file name dialog will be displayed. After specifying the download folder, enter the file name, and click [Save]. The e-mail history will be downloaded to the specified location on your PC as a CSV file.
[Close]	When you click this, the “Mail History” screen will be closed.

-
- NOTE:**
- The e-mail history displays a maximum total of 100 transmissions — sending and receiving. When the maximum number of e-mails sent or received has been recorded, each time a new transmission/reception history is added, the oldest record will be deleted.
 - The “Mail History” list can only be displayed. It cannot be edited.
-

3 Click [Close].
The “Mail History” list will be closed.

Setup

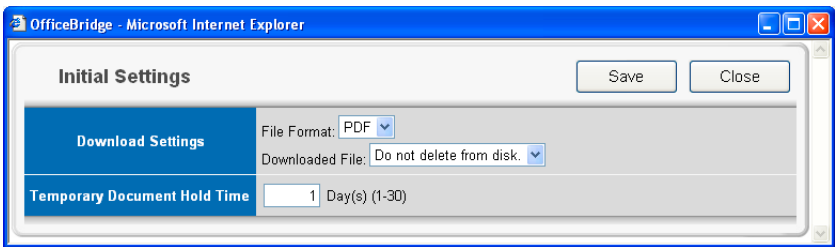
You can setup the initial setting for each function.

Initial Settings

In this dialog, you can set the initial setting of the “Document download” and “Temporary stored document hold time”.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to OfficeBridge.
- 2 Click [Initial Settings] on the “Admin Tools” tab.
The “Initial Settings” screen will appear.



Item	Description
“Download Settings”	<ul style="list-style-type: none">• “File Format” Select either “PDF” or “TIFF” as the file format for when files are downloaded.• “Downloaded File” This selects whether or not to delete a file from the disk after it has been downloaded. To not delete, select “Do not delete from disk”; to delete, select “Delete from disk”.
“Temporary Document Hold Time”	<p>Sets the preservation period of a temporary stored document to from 1 to 30 days. You can see the list of temporary stored document by clicking [Temporary Storage] on the “Admin Tools” tab.</p> <p>NOTE: The date on which the setting is made is not included in the set number of days. For example, if the preservation period is set to 1 day, the document is preserved until the next day and at the start of the day after next, the document is deleted.</p> <p>The factory setting is 1 day.</p>
[Save]	Select to register the settings.
[Close]	Select to close the “Initial Settings” box.

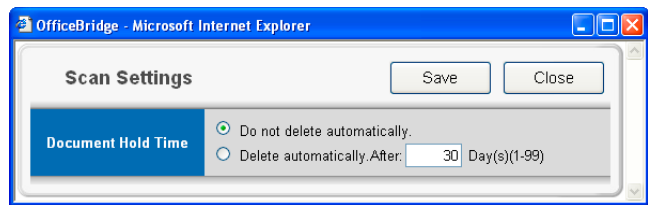
- 3 Adjust the settings and select [Save] to register them.

Scan Settings

You can set the retention period for scanned documents.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Scan Settings] on the “Admin Tools” tab.
The “Scan Settings” screen will appear.



Item	Description
“Document Hold Time”	<p>Specifies the retention period of scanned documents in the “Scan” tab.</p> <p>To hold indefinitely, check “Do not delete automatically”.</p> <p>To delete a document after the retention period, check “Delete automatically” and specify the retention period from 1-99 days.</p> <p>NOTE: The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow.</p> <p>The factory setting is “Do not delete automatically”.</p>
[Save]	Select this to register the settings.
[Close]	Select this to close the dialog box.

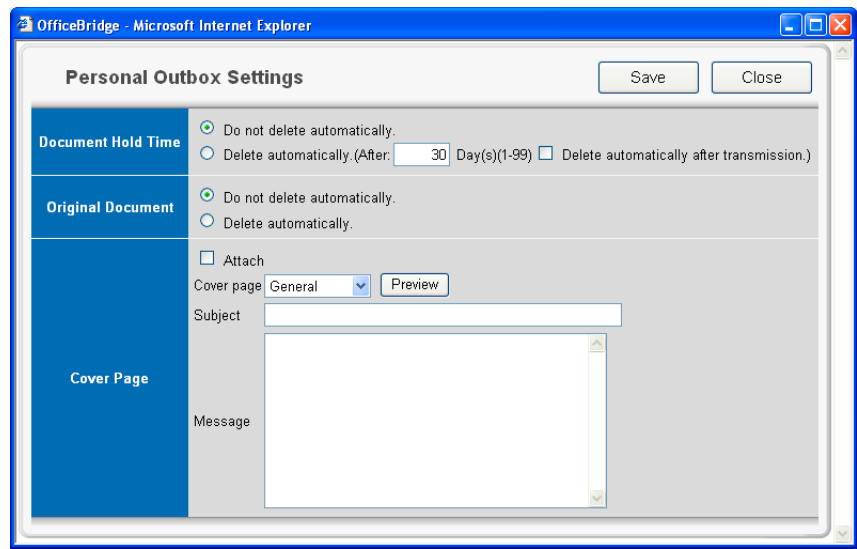
- 3 Adjust the settings and select [Save] to register them.

Personal Outbox setting

You can set the initial setting of the Personal Outbox settings.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Personal Outbox] on the “Admin Tools” tab.
The “Personal Outbox Settings” screen will appear.



Item	Description
“Document Hold Time”	<p>Sets whether or not to automatically delete sending documents on the “Personal Outbox” tab.</p> <p>To disallow automatic document deletion, check “Do not delete automatically”.</p> <p>To delete automatically, check “Delete automatically” and set the retention period to from 1 to 99 days or set to “Delete automatically after transmission.”.</p> <p>The default setting is “Do not delete automatically”.</p> <p>NOTE: The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow.</p>
“Original Document”	<p>Specifies whether or not to automatically delete the original document from its original tab when it is sent to the “Personal Outbox” tab.</p>

Item	Description
"Cover Page"	<p>Sets the default setting of the "Cover page" settings on the "Fax Transmission Settings" dialog.</p> <ul style="list-style-type: none"> • "Attach" Check when setting for a cover page to be attached. • "Cover Page" Select the default setting for the cover page format when attaching a cover page. You can preview the selected cover page by clicking the [Preview]. • "Subject" Enter the default setting for the subject when attaching a cover page. The subject can be registered up to 80 characters. • "Message" Enter the default setting for the message when attaching a cover page. The message can be registered up to 1,024 characters.
[Save]	When you click, the setting is registered.
[Close]	When you click, the "Personal Outbox Settings" dialog is closed.

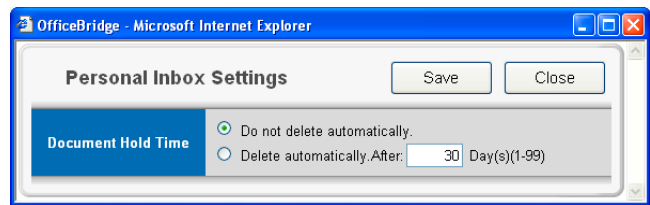
3 Adjust the settings and select [Save] to register them.

Personal Inbox setting

You can set the initial setting of the Personal Inbox setting.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Personal Inbox] on the “Admin Tools” tab.
The “Personal Inbox Settings” screen will appear.



Item	Description
“Document Hold Time”	<p>Sets whether or not to automatically delete received documents.</p> <p>To disallow automatic deletion, check “Do not delete automatically”.</p> <p>To delete automatically, check “Delete automatically” and set the retention period to from 1 to 99 days.</p> <p>NOTE: The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow.</p> <p>The factory setting is “Do not delete automatically”.</p>
[Save]	Saves the settings.
[Close]	Closes the “Personal Outbox Settings” dialog.

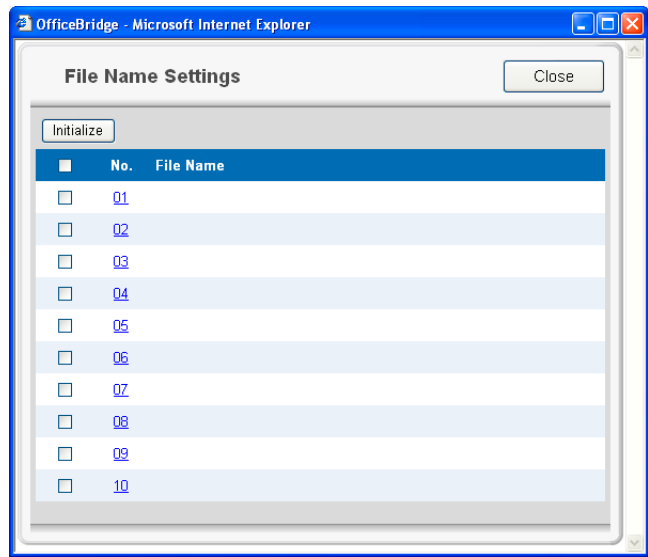
- 3 Adjust the settings and select [Save] to register them.

File Name

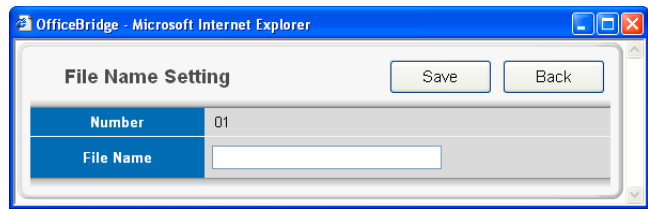
Register or edit a file name

You can pre-register up to 10 file names.

- 1 Log-in to “OfficeBridge”.
- 2 Click [File Name] on the “Admin Tools” tab.
The “File Name Settings” screen will appear.



- 3 To register a new file name, select an empty location.
To edit a file name, click the desired file name.
The “File Name Setting” screen will appear.



- 4 Enter or edit the file name, then click [Save].

NOTE:

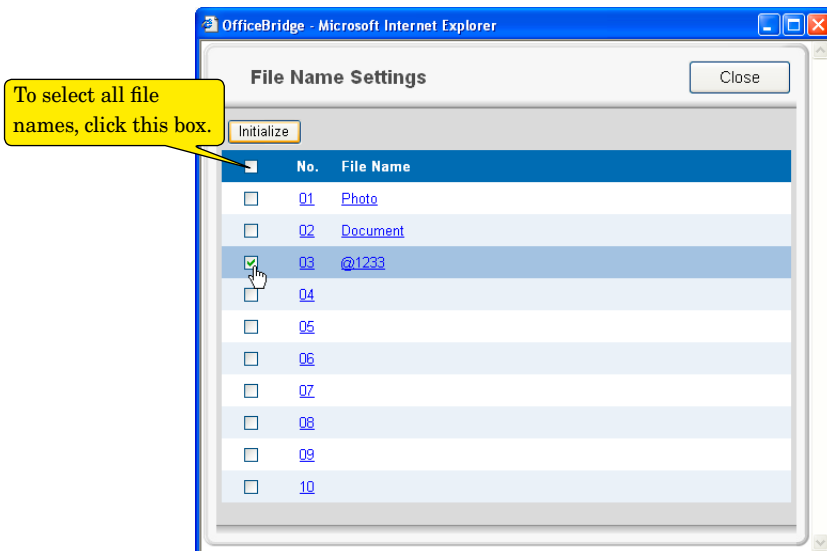
- The name can contain up to 20 characters.
- You cannot enter a space as the first letter of the file name.
- The characters available for the file name are alphabetical, numeral and special characters listed as below.

	-	.	@	-	,	&	'	!	#	\$	%
))	+	;	=	[]	^	‘	{	}	~

- 5 If you want to register or edit another file name, repeat procedures from step 3. Otherwise, click [Close] to finish.

Deleting a file name

- 1 Repeat steps 1 through 2 in [Register or edit file name](#).
- 2 Select the file name you want to delete.



- 3 Click [Initialize] to delete the file name.

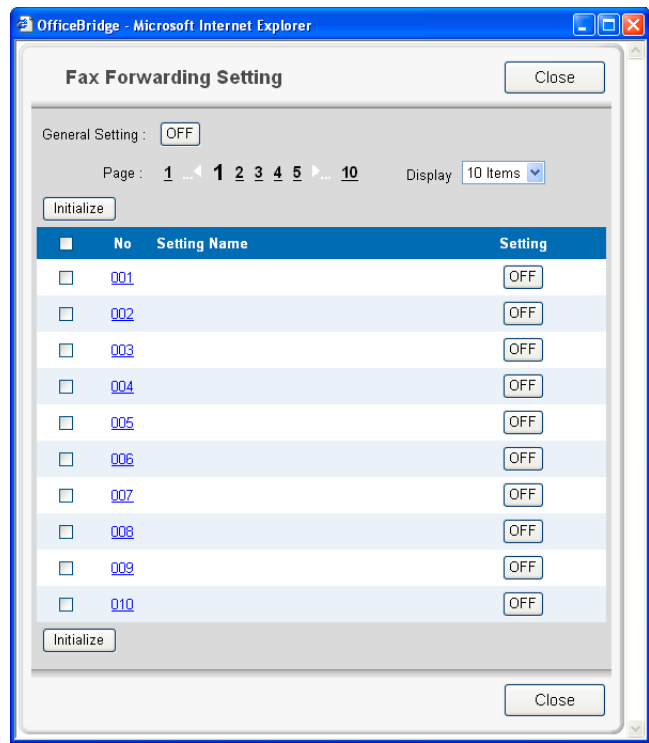
Received Fax Forwarding

This sets the automatic distribution of faxes and e-mails received into the Public Inbox.

NOTE: Regarding the forwarding setting of the document received to the “Personal Inbox,” see [“Forwarding Settings”](#).

Creating or editing distribution rules

- 1 Log-in to “OfficeBridge”.
- 2 Click [Received Fax Forwarding] on the “Admin Tools” tab.
The “Fax Forwarding Setting” screen will appear.



Item	Description
General Setting	Specifies whether to enable the Forwarding feature. You can toggle “ON” or “OFF” by clicking the button. When this setting is “OFF”, the forwarding feature does not function even though each forwarding setting is “ON”. NOTE: To turn this button to on, at least one forwarding setting must be registered.
Setting	Specifies whether to enable the forwarding setting. You can change “ON” or “OFF” by clicking the button.
[Initialize]	Clears the selected forwarding setting.

- 3 To register a new distribution rule, click the number that does not contain a distribution rule. The “Fax Forwarding Setting” screen will appear.

- 4 Adjust the settings and select [Save] to register them.

Item	Description
“Setting”	Specifies whether to enable the setting you have configured. Check this box to enable the setting. NOTE: When this is disabled, the settings are invalid even if they are set.
“Setting Name”	When making multiple distribution settings, this sets a name for identifying a distribution setting. The name can contain up to 30 characters.
“Forwarding Conditions”	Select the forwarding checkbox. If you want to allow forwarding to a specified sender only; (1) click [Specify Sender(s)], (2) enter the detail conditions, (3) click [Save]. NOTE: When the machine receives an e-mail that contains the forwarding request to a fax, it will be handled by the setting of “When mail that requests fax forwarding is received” on the “E-mail Settings” rather than this setting.

Item	Description
“Destinations”	<p>Specifies the distribution destination.</p> <p>The received fax or e-mail will be distributed to all destination specified here.</p> <ul style="list-style-type: none"> • To specify the “OfficeBridge” users <ol style="list-style-type: none"> (1) Click [Select]. (2) Select the user or user group from the “Destination” dialog box. • To specify the fax number <ol style="list-style-type: none"> (1) Enter the fax number directly. (2) Click [Add]. <p>Up to 3 fax destinations can be entered directly.</p> <p>– or –</p> <p>If the destination is registered in the Address Book,</p> <ol style="list-style-type: none"> (1) Click [Address Book]. <p>The “Destination Settings” dialog will appear.</p> <ol style="list-style-type: none"> (2) Select the destination. (3) Click [Add]. (4) Click [Save]. <p>NOTE: To change or delete fax destination:</p> <ol style="list-style-type: none"> (1) Click the [Address Book] (2) Modify the contents of the “Destination Settings” dialog, then click [Save]. • To specify an e-mail address <ol style="list-style-type: none"> (1) Select the “To”, “Cc”, or “Bcc”. (2) Enter the e-mail address directly. (3) Click [Add]. <p>Up to 3 e-mail addresses can be entered directly.</p> <p>– or –</p> <ol style="list-style-type: none"> (1) Click [Address Book]. <p>The “Destination Settings” dialog will appear.</p> <ol style="list-style-type: none"> (2) Select the destination. (3) Select “To”, “Cc”, or “Bcc”. (4) Click [Add]. (5) Click [Save]. <p>NOTE: To change or delete e-mail destination:</p> <ol style="list-style-type: none"> (1) Click the [Address Book] (2) Modify the contents of the “Destination Settings” dialog, then click [Save].

Item	Description
“Destinations”	<ul style="list-style-type: none"> • To specify a Windows shared folder <ol style="list-style-type: none"> (1) Click [Folder Distribution Settings]. (2) Enter the folder path. If necessary, enter the user name and password to access it. – or – If the folder shortcut is registered, <ol style="list-style-type: none"> (1) Click [Shortcut List] (2) Select the folder shortcut (3) Click [Add]. (4) Click [Save]. <p>NOTE: To change or delete the folder destination:</p> <ol style="list-style-type: none"> (1) Click [Folder Distribution Settings]. (2) Modify the contents of the “Folder Distribution Settings” dialog, then click [Save].
“File Format”	Selecting the format for sending the document as an attached file (“TIFF-S”, “TIFF-F”, or “PDF”) by e-mail, or distributing the document to folder.
“Forward and Print”	<p>Selecting whether or not to print the distributed document with the machine.</p> <p>When printing, check “ON”, when distributing without printing, check “OFF”.</p>
Advanced Setting	<p>Set this when distributing a received document as a public received document, bulletin board document, circulation document, or processing requested document.</p> <p>Click the button corresponding to the function you want to set, then set the items of the setting dialog. You can enable one of these settings.</p> <p>To disable the advanced setting, check “None”.</p> <p>NOTE: In order to use one of these functions, it is necessary to enable the corresponding function: public inbox document, bulletin board, circulation, or processing request.</p>
Period	<p>This sets the distribution period for the received document. To specify the distribution period, click one of the following and set the period. To always distribute the document, click “Always”.</p> <ul style="list-style-type: none"> • “Always” • “Month/Day” • “Day-of-week” • “Time”
[Save]	Saves the settings you entered.
[Close]	Closes the “Fax Forwarding Settings” dialog box.

5 Click to turn on the “General Setting” (see step 2).

6 Click [Close] to finish.

Forced printing of received documents

In the case that you are unable to read received documents on your computer because OfficeBridge is not accessible, and received documents are not set to printout by [“Received fax forwarding setting”](#) in “Admin Tools”, the received document can be forced to print by following this procedure on the MFP.

- 1** Press [Menu], [6], [3].

[Program]	No. 63
3	Print Server Data

- 2** Press [Enter].

Password	;Upper
_	

- 3** Use the numeric keys to enter the Administrator’s password, and then press [Enter].

NOTE: If the administrator is not registered, simply press [Enter]

The machine will print all document received in to memory.

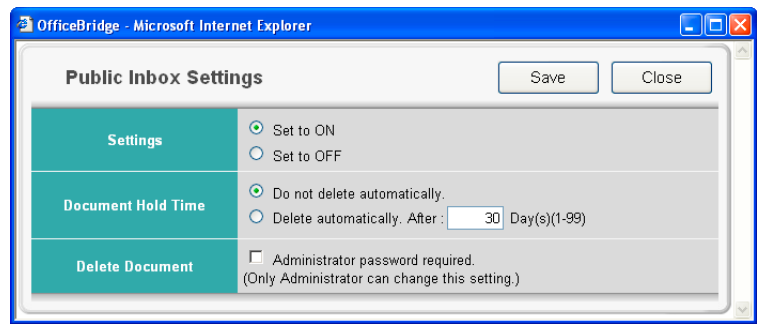
Print Server Data
** Printing **

Public Inbox

You can set the initial Public Inbox settings.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Public Inbox] on the “Admin Tools” tab.
The “Public Inbox Settings” screen will appear.



Item	Description
“Settings”	<p>Specifies whether to enable the use of the “Public Inbox” function.</p> <p>When it is set to “Off”, the “Public Inbox” tab disappears and the “Public Inbox” function will be disabled.</p>
“Document Hold Time”	<p>Specifies the retention period of documents received in the “Public Inbox”.</p> <p>To hold indefinitely, check “Do not delete automatically”.</p> <p>To delete a document after the retention period, check “Delete automatically” and specify the preservation period to from 1 to 99 days.</p> <p>NOTE: The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow.</p>
“Delete Document”	<p>Specifies whether or not administrator authorization is required to delete documents in the “Public Inbox”.</p> <p>When “Administrator password required” is checked, only an administrator can delete the document from the “Public Inbox” tab.</p>
[Save]	Saves the settings.
[Close]	Closes the “Public Inbox Settings” dialog.

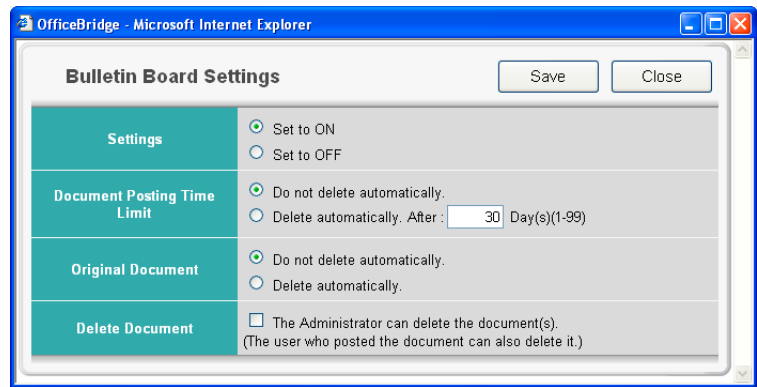
- 3 Adjust the setting and select [Save] to register them.

Bulletin Board

You can set the default Bulletin Board settings.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Bulletin Board] on the “Admin Tools” tab.
The “Bulletin Board Settings” screen will appear.



Item	Description
“Settings”	<p>Specifies whether to enable use of the “Bulletin board” function.</p> <p>When it is set to “Off”, the “Bulletin Board” tab disappears and the “Bulletin Board” will be disabled.</p>
“Document Posting Time Limit”	<p>Specifies the retention period of the documents posted on the “Bulletin Board”.</p> <p>To post indefinitely, check “Do not delete automatically”.</p> <p>To delete after the retention period, check “Delete automatically” and specify the preservation period to from 1 to 99 days.</p> <p>The default setting is “Do not delete automatically”.</p> <p>NOTE: The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow.</p>
“Original Document”	<p>Specifies whether or not to automatically delete the document from its original tab when it is posted to the “Bulletin Board” tab.</p>
“Delete Document”	<p>Specifies whether or not an administrator other than the poster is allowed to delete posted documents. To enable this, check “The administrator can delete the document(s)”.</p>
[Save]	<p>Saves the settings.</p>
[Close]	<p>Closes the “Bulletin Board Settings” dialog.</p>

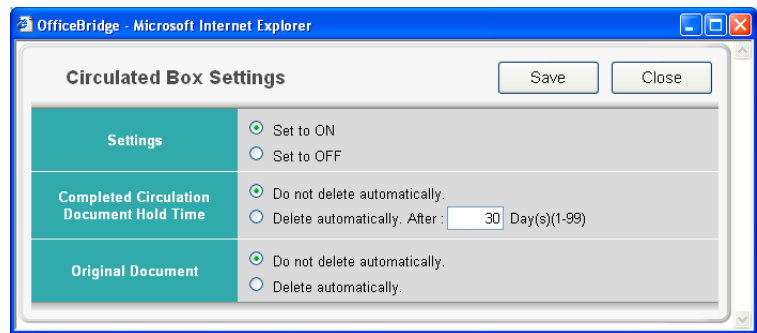
- 3 Adjust the setting and select [Save] to register them.

Circulated Box

You can set the default circulation settings.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Circulated Box] on the “Admin Tools” tab.
The “Circulated Box Settings” screen will appear.



Item	Description
“Settings”	<p>Specifies whether to enable use of the “Circulated Box” function.</p> <p>When it is set to “Off”, the “Circulated” tab disappears and the “Circulated Box” will be disabled.</p>
“Completed Circulation Document Hold Time”	<p>Specifies the circulation document retention period.</p> <p>To hold indefinitely, check “Do not delete automatically”.</p> <p>To delete after the retention period, check “Delete automatically” and specify the preservation period to from 1 to 99 days.</p> <p>The default setting is “Do not delete automatically”.</p> <p>NOTE: The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow.</p>
“Original Document”	<p>Specifies whether or not to automatically delete the document from its original tab when it is send to the “Circulated” tab.</p>
[Save]	<p>Saves the settings.</p>
[Close]	<p>Closes the “Circulated Box Settings” dialog.</p>

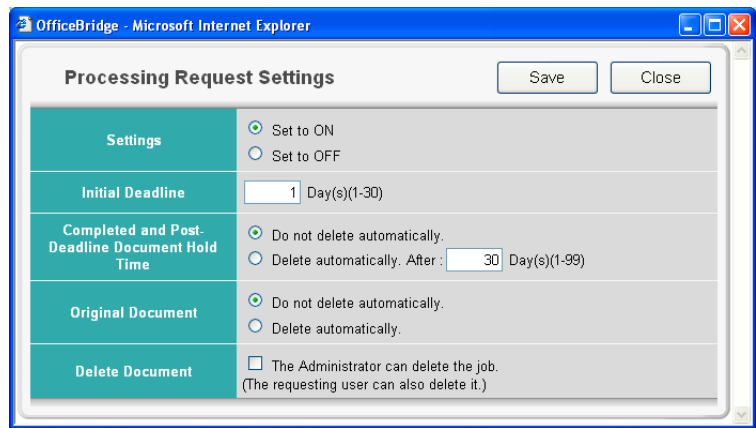
- 3 Adjust the setting and select [Save] to register them.

Process Settings

You can set the default processing request settings.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Process Settings] on the “Admin Tools” tab.
The “Processing Request Settings” screen will appear.



Item	Description
“Settings”	<p>Specifies whether to enable use of the “Processing request” function.</p> <p>When it is set to “Off”, the “Circulated” tab disappears and disable the “Circulated Box” function.</p> <p>This checks whether the “OfficeBridge” request processing function is set to On or Off.</p> <p>If it is set to “Off”; the “Processing” tab disappears and the request processing function cannot be used.</p>
“Initial Deadline”	<p>Specifies the number of days, 1 to 30, from the date on which processing is requested until the end of the process period.</p>
“Completed and Post-Deadline Document Hold Time”	<p>This sets whether or not to automatically delete a document for which processing has been completed or whose processing period has passed.</p> <p>To not automatically delete, check “Do not Delete Automatically”.</p> <p>To delete automatically, check “Delete Automatically” and set the retention period, from 1 to 99 days.</p> <p>Input single-byte numbers.</p> <p>The default value is “Do not Delete Automatically”.</p> <p>NOTE: The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow.</p>

Item	Description
"Original Document"	Specifies whether or not to automatically delete the document from its original tab when it is send to the "Processing" tab.
"Delete Document(s)"	Sets whether or not an administrator other than the requester is allowed to delete requested process documents. To enable this, check "The administrator can delete the job". NOTE: Requesters can delete the documents they have requested processing for regardless of this setting.
[Save]	Saves the settings.
[Close]	Closes the "Process Request Settings" dialog.

3 Adjust the setting and select [Save] to register them.

Network Configuration

Configuring the network settings

You can configure the following items:

- **TCP/IP**
This sets the TCP/IP network environment (IP address, subnet mask, etc.)
- **SMTP/POP**
This sets the e-mail server settings (e-mail address, servers, etc.)
- **E-mail Settings**
This sets the e-mail settings, such as attachment format, e-mail template registrations, etc.
- **LDAP Settings**
This sets the LDAP server settings.
- **Folder Shortcuts**
This sets the folder shortcuts.
- **FTP Shortcuts**
This sets the FTP server shortcuts.
- **Archive Settings**
This creates the archiving rules for “fax”, “Internet fax”, and “scan to e-mail” communications.
- **Network Settings Code**
This sets the protection passcode for the network settings.

TCP/IP settings

This sets the network environment for viewing received faxes and e-mails on a MFP-connected computer or when using the MFP as a printer.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [TCP/IP] on the “Admin Tools” tab.
The “TCP/IP Settings” screen will appear.

- 3 Configure the settings, then click [Save] to save the settings.
- 4 If you entered or changed the “DHCP Setting”, “IP Address”, “Subnet Mask”, “HTTP Port No.”, “Client Port No.”, or “InfoMonitor Port No.”, reboot the machine to activate the new settings. To reboot the machine, turn the machine off and after three or more seconds, turn it back on.

Item	Description
NetBIOS Name	<p>Enter the NetBIOS name.</p> <ul style="list-style-type: none"> • A NetBIOS name can contain up to 15 alphanumeric characters and the “-” symbol with no blank spaces. • The NetBIOS name must be unique on the network.
“Work Group Name”	<p>Enter the name of the workgroup to which your machine belongs.</p> <p>If there is not a workgroup on your network, create a workgroup in Windows. A domain name cannot be used as a workgroup name.</p> <ul style="list-style-type: none"> • If there is not a workgroup on your network, create a new workgroup by typing a new name that contains up to 15 characters. The name cannot include symbols and blank spaces. The name can include alphanumeric and the following symbols: ! @ # \$ % ^ & () _ - ` { } . ~ <p>Consult with your network administrator before creating a new workgroup.</p> <ul style="list-style-type: none"> • A domain name cannot be used as a workgroup name. • The NetBIOS name must be unique on the network.
“DHCP Setting”	<p>If a DHCP server is installed on your network, select “ON”.</p> <p>After rebooting the machine, an IP address and Subnet Mask will be automatically assigned by the DHCP server. According to the DHCP server setting, a primary gateway address and primary DNS server address may be assigned as well.</p> <p>If your network is not using DHCP, select “OFF”.</p> <p>IMPORTANT: Once the DHCP server has assigned the IP address to your machine, that IP address MUST be reserved within the specific DHCP scope. Failure to do so could result in failed operation when the IP address lease expires.</p>
“IP Address”	Enter the IP address of your machine.
“Subnet Mask”	Enter the IP address for the subnet mask.
“Gateway Address”	Enter the IP address of the gateway.
“DNS Server Address”	Enter the IP address of the DNS server.
“DNS Suffix”	Enter the DNS suffix.
“WINS Address”	Enter the IP address of the WINS server.
“HTTP Port No.”	<p>This sets the HTTP port number for connecting the optional “OfficeBridge Expansion Kit” from your web browser.</p> <p>Normally, set to “80”.</p>

Item	Description
“Client Port No.”	This sets the UDP port number used when “Office-Bridge” sends notification of newly arrived faxes etc. to “InfoMonitor”. Normally, set to “60000”.
“InfoMonitor Port No.”	This sets the UDP port number used for automatically searching “OfficeBridge” when installing the “OfficeBridge” printer. Normally, set to “61000”.
[Initialize]	Initialize the TCP/IP settings. The settings will return to the factory default setting.

SMTP/POP server settings

This sets the email sending/receiving environment.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [SMTP/POP] on the “Admin Tools” tab.
The “SMTP/POP Settings” screen will appear.

OfficeBridge - Microsoft Internet Explorer

SMTP/POP Settings [Save] [Close]

Sender Information Name: [] E-mail Address: []

Mail Server Sending mail (SMTP) Server: [0.0.0.0] Receiving mail (POP3) Server: [0.0.0.0] UserID for POP3: [] Password for POP3: [] Check for New Mail: [0] hr [10] min [10] sec (hr:0-99 min:0-59 sec:0-59) Note: If all are set to 0 the mail will not be checked. ☐ Receive before Send. SMTP Port No.: [25] (Normal: 25) POP3 Port No.: [110] (Normal: 110) Select POP3 Auth. Method: ☒ Normal ☐ APOP Select SMTP Auth. Method: ☒ Do not use ☐ LOGIN ☐ PLAIN ☐ CRAM-MD5 User ID for SMTP: [] Password for SMTP: []

SMTP Reception Domain for Receiving: [] Receiving Port No.: [25] (Normal: 25) * Be sure to re-start the device if the SMTP Port No. has been changed. [Security] [Initialize]

	Item	Description
“Sender Information”	Name	Sets the name that is displayed in the sender field (“From” field) when sending e-mail. Up to 40 characters can be registered.
	E-mail Address	Enter the e-mail address that is assigned to your machine. Up to 50 characters can be registered.
“Mail Server”	Sending mail (SMTP) Server	Enter the domain name or IP address of the SMTP server used for sending e-mail. When entering a domain name, it can be entered up to 50 characters.
	Receiving mail (POP3) Server	Enter the domain name or IP address of the POP3 server used for receiving e-mail. When entering a domain name, it can be entered up to 50 characters. NOTE: Even if the STMP server and the POP3 server are the same server, set both.

Item	Description
"Mail Server"	User ID for POP3 Enter the user ID for the POP3 server. Up to 50 characters can be registered.
	Password for POP3 Enter the password for the POP3 server. Up to 50 characters can be registered.
	Check for New Mail Set the interval at which the mail server is checked for new mail. The minimum value is 5 seconds and the maximum is 99 hr 59 min 59 sec. The default value is 10 min. If you want to check for mail manually, set all of these values to "0". In this case, you can receive an arrived e-mail by the following procedures. <Receiving e-mail manually> 1. Press [FAX] on the control panel of your machine. 2. Press [Others] on the display. 3. Press [Next] to show the next screen. 4. Press [Check Mail].
	Receive before Send For some providers, POP authentication is required before sending (send request to SMTP server). In this case, check this item.
	SMTP Port No. Enter the SMTP port number. (0–65535) Normally, set to "25".
	POP3 Port No. Enter the POP port number. (0–65535) Normally, set to "110".
	Select POP3 Auth. Method APOP (Authenticated POP) is a POP security protocol that encrypts the POP password when connecting with the POP server. If APOP is available on the POP server you are using, select "APOP". Otherwise, select "Standard".
	Select SMTP Auth. Method Select the SMTP authentication method if the SMTP server you are using requires authentication.
	User ID for SMTP Enter the user ID for the SMTP server, if necessary. It can be entered up to 50 characters.
	Password for SMTP Enter the password for the SMTP server, if necessary. It can be entered up to 50 characters.

Item		Description
“SMTP Reception”	“Domain for Receiving”	When receiving mail with SMTP from the mail server, this sets the accepting domain name. SMTP reception is not possible unless this is set. It can be entered up to 50 characters.
	“Receiving Port No.”	Input the SMTP port number. Normally, set to “25”.
“SMTP Reception”	[Security] button	You can register up to five computer IP addresses or domains for clients allowed to receive. Click the [Security] button, then register in the “Security” dialog.
[Initialize]	Initialize the SMTP/POP settings. The settings will return to the factory default setting.	
[Save]	Saves the settings.	
[Close]	Closes the “Process Request Settings” dialog.	

3 When you are finished, click [Save] to save the settings.

E-mail Settings

This sets the operation environment for convenient e-mail usage.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

- 1 Log-in to “OfficeBridge”.
- 2 Click [E-mail Settings] on the “Admin Tools” tab.
The “E-mail Settings” screen will appear.

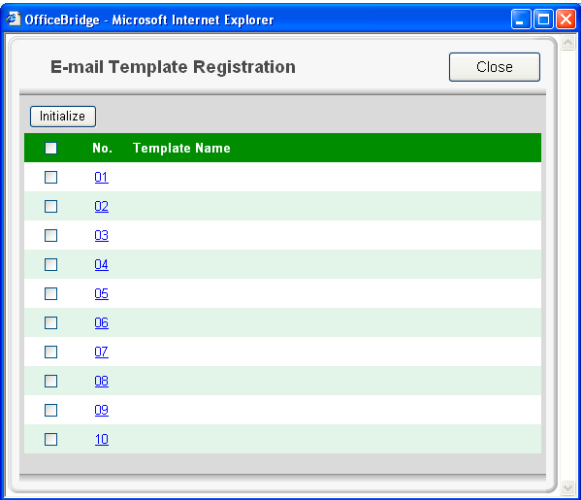
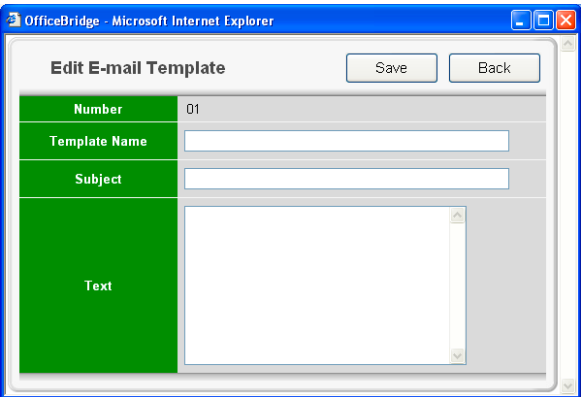
E-mail Settings [Save] [Close]

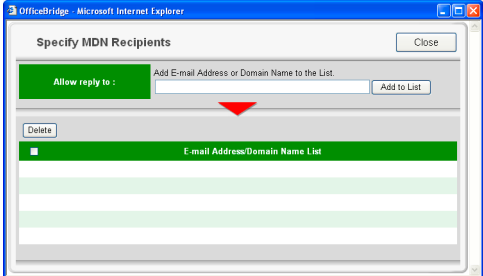
Attach File Format	<input type="radio"/> PDF <input checked="" type="radio"/> TIFF-S (T.37 simple mode) <input type="radio"/> TIFF (Image Encoding Method: MMR)
Insert Coversheet (I-Fax) or Subject/Text(E-mail)	When mail without a subject or text is sent <input checked="" type="radio"/> Do not insert text <input type="radio"/> Insert text The senders information is: attached
E-mail Template	E-mail Template Registration
Show recipients on Tx e-mail	<input checked="" type="radio"/> Yes - show all recipients <input type="radio"/> No - show one recipient
When mail that cannot be analyzed is received	<input checked="" type="radio"/> Return error notice to the author. <input type="radio"/> Return mail to the author. <input type="radio"/> Forward mail to others. Forwarding E-mail Address: <input type="text"/>
Request receipt verification when sending mail	<input type="radio"/> Delivery Status Notification (DSN) from receiving server <input type="radio"/> Message Disposition Notification (MDN) showing that recipient read the mail <input type="radio"/> Request both reception notifications. <input checked="" type="radio"/> Do not request either reception notifications.
When mail requesting MDN is received	<input type="radio"/> Do not send MDN. <input checked="" type="radio"/> Send MDN. Specify MDN Recipients
When mail that requests fax forwarding is received	<input type="radio"/> Reject forwarding request. <input checked="" type="radio"/> Accept forwarding request. Return forwarding result : Send Setting security for fax forwarding

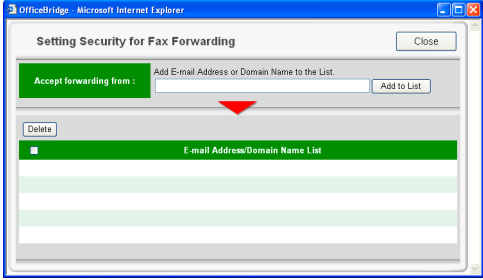
[Initialize]

- 3 Configure the settings, then click [Save] to save the settings.

Item	Description
<p>“Attach File Format”</p>	<p>Specifies whether the document is converted into a “PDF”, “TIFF-S” or “TIFF” format when sending an e-mail.</p> <ul style="list-style-type: none"> •PDF The document is converted into PDF format. However, a PDF file can only be transmitted to an e-mail inbox. •TIFF-S (ITU-T T.37 simple mode) The document is converted into a TIFF format based on T.37 simple mode. T.37 is an international standard for Internet faxing. When a document is sent in simple mode format, it can be received normally by other Internet fax devices. However, all attached documents are converted to A4 size and 200 dpi resolution. •TIFF (ITU-T T.37 full mode) The document is converted into a TIFF format and is sent at the original document size and resolution selected during scanning. “TIFF Image Encoding Method” sets the image encoding method for sending documents with “TIFF”. Select “MH”, “MR”, “MMR”, or “JBIG”. <p>NOTE: This setting is effective only for an e-mail sending from the PC. For the attached file format of an e-mail sending from the machine, you can set it using the machine’s control panel. However, the “TIFF Image Encoding Method” setting is effective for both e-mail sending from PC and e-mail sending from machine.</p>
<p>“Insert Cover-sheet (I-Fax) or Subject/Text (E-mail)”</p>	<p>Select whether to automatically attach the following pre-set subject line and text message into an e-mail if it is sent without these items filled in by the user.</p> <p>Subject: E-mail Message</p> <p>Text: This is an e-mail message. Please see the file attached.</p> <p>When “Insert text” is selected, you can also select whether to add the sender information to the text.</p> <p>The sender information can be stored in “SMTP/POP Server Settings” dialog.</p> <p>NOTE: This setting is effective only for an e-mail sending from the PC. However, “The sender information” setting is effective for both e-mail sending from PC and e-mail sending from machine.</p>

Item	Description
<p>“E-mail Template”</p>	<p>Up to 10 e-mail templates can be registered for sending. Registered e-mail templates can be accessed from the machine when sending an e-mail. To register or edit an e-mail template:</p> <p>(1) Click [E-mail Template Registration]. The “E-mail Template Registration” screen will appear.</p>  <p>(2) To register a new template, click a number that does not contains the template. To edit the template, click the template name you want to edit. The “E-mail Template” screen will appear.</p> <p>(3) Enter the items, then click [Save].</p> 
<p>“Show recipients on Tx e-mail”</p>	<p>Sets whether or not to write the e-mail destination information (To, Cc, Bcc) in the e-mail header. If e-mail is broadcast in large volumes to multiple addresses, some SMTP servers may not accept the e-mail transmission. If this happens, select “No – show one recipient”.</p>

Item	Description
“When mail that cannot be analyzed is received”	<p>In some cases, received e-mail cannot be correctly printed due to the format of a received file. This mode allows you to either return an error message to the sender or have the message forwarded to another inbox.</p> <ul style="list-style-type: none"> • Return error notice to author Returns an error notice to the author • Return mail to author Returns the original e-mail to the author. • Forward mail to others Forwards the e-mail to another e-mail address without returning it to the author. You can set just one e-mail address in which to forward mail that can not be analyzed. The forwarding e-mail address can contain up to 50 characters
“Request receipt verification when sending mail”	<p>This sets whether to request the receiver for delivery check (DSN) or reading check (MDN) when sending e-mail.</p> <ul style="list-style-type: none"> • Delivery Status Notification (DSN) from receive server Requests a delivery confirmation. • Message Disposition Notification (MDN) showing that recipient read the mail Requests a read receipt. • Request both reception notifications Requests both a delivery confirmation and a read receipt. • Do not request either reception notifications The delivery notification and read receipt will not be requested. <p>NOTE: Some mail servers and e-mail reception software will not respond to these requests.</p>
“When mail requesting MDN is received”	<p>Select whether to return a MDN (Message Disposition Notification) when e-mail is received for which the sending side requests an MDN.</p> <ul style="list-style-type: none"> • Do not send MDN Not reply a MDN. • Send MDN Reply a MDN. <p>[Specify MDN Recipients] This is set for replying to MDN only for e-mail received from specific e-mail addresses or domain names. Click the [Specify MDN Recipients], then register an e-mail address or domain name. Up to five can be registered.</p>  <p>NOTE: If you check “Send MDN”, but do not set the “Security for MDN”, MDN replies are sent to all e-mail requesting them</p>

Item	Description
<p>“When mail that requests fax forwarding is received”</p>	<p>This sets whether or not to honor requests for forwarding received e-mail as faxes.</p> <ul style="list-style-type: none"> • “Reject forwarding request” Denys forwarding requests • “Accept forwarding request” Accept forwarding requests <p>[Setting Security for Fax Forwarding] This is set when fax forwarding requests are accepted, but this is restricted to requests from specific e-mail addresses and domain names. Up to five can be registered. Click the [Setting Security for fax forwarding], then register in the “Setting Security for Fax Forwarding” dialog.</p>  <p>NOTE: If you check “Accept forwarding requests” but do not set the “Security for Fax Forwarding”, then all e-mail requesting fax forwarding is forwarded.</p>
<p>[Initialize]</p>	<p>Initialize the e-mail settings. The settings will return to the factory default setting.</p>

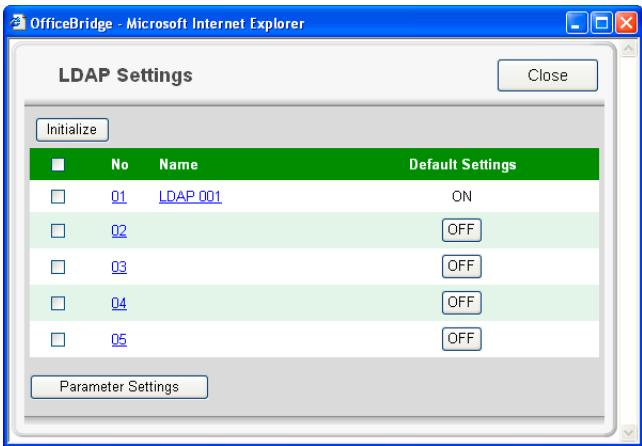
LDAP Settings

NOTE: If you are unsure about these settings, consult your system administrator.

NOTE: If the administrator is registered, you should log-in as an administrator to access this setting.

Registering or editing LDAP server setting

- 1 Log-in to “OfficeBridge”.
- 2 Click [LDAP Settings] on the “Admin Tools” tab.
The “LDAP Settings” screen will appear.



Item	Description
No	The LDAP server number.
Name	The registered LDAP server name.
Default Settings	The default LDAP server. To change the default server, select the [OFF] button of the LDAP server you want to use as the default server.
Initialize	To clear the LDAP server settings, select the LDAP server you want to delete and select [Initialize].
Parameter Settings	Select this button to configure the LDAP parameters .

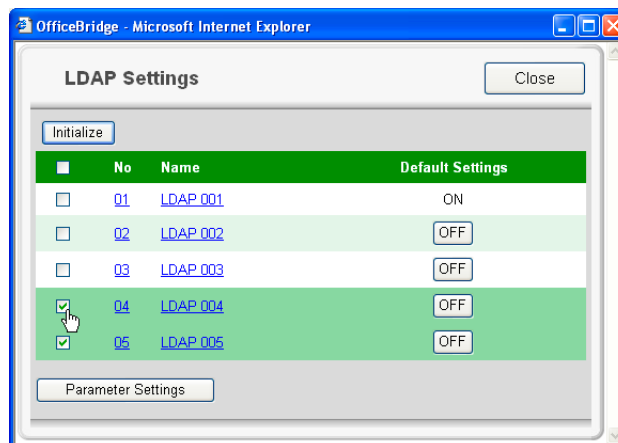
- 3 Select a number (01 to 05) you want to register or edit.
The “LDAP Server Settings” dialog will appear.
- 4 Configure the settings and click [Save].

Item	Description
"Name"	Enter the name for identification purposes.
"Server Name"	Enter the LDAP server name.
"IP Address"	Enter the IP address of the LDAP server. <ul style="list-style-type: none"> IP address is given to priority if both the LDAP server name and IP address are registered.
"Port Number"	Enter the port number that the LDAP server is using. The default port number is 389.
"Account"	Enter the account name used to log-on to the LDAP server.
"Password"	Enter the password used to log-on to the LDAP server.
"Log-in Required"	If the LDAP server requires authentication, select "Yes".
"User Log-in"	When it is set to "Yes", the OfficeBridge users will be prompted to enter an account name and password when they access the LDAP server for searching a destination. NOTE: This account name and password can be registered on the "User Set-UP" screen , in advance.
"Start Point"	Set the search start position when searching the LDAP server.

Item	Description
"Maximum Results"	<p>Enter the maximum number of search results to be displayed.</p> <ul style="list-style-type: none"> The number can be entered within the range of 1–100. The default number is 50.
"Time Limit"	<p>Enter the maximum search time.</p> <ul style="list-style-type: none"> The time can be entered within the range of 0–9999 seconds. The default setting is "0" (unlimited setting).
"Optional Settings"	<p>Attribute</p> <p>Enter an attribute for LDAP searching.</p> <p>Value</p> <p>Enter a value you want to search.</p> <p>Searching method</p> <p>Any: Displays the search results that contain the value you entered.</p> <p>Initial: Displays the search results that begin from the value you entered.</p> <p>Final: Displays the search results that end with the value you entered.</p> <p>Equal: Displays the search results that match up with the value you entered.</p> <p>Not Use: Ignores the value you entered.</p>
"Default Server Setting"	Select whether to make this server the default server.

Deleting an LDAP server

- 1 Repeat steps 1 through 2 in [Registering or editing LDAP server setting](#).
- 2 Select the LDAP server you want to delete.



- 3 Click [Initialize].
- 4 When prompted, click [OK].

Parameter Settings

- 1 Repeat steps 1 through 2 in [Registering or editing LDAP server setting](#).
- 2 Click [Parameter Settings].
The “Parameter Settings” dialog will appear.

Parameter Settings	
Name1	cn
Name2	commonname
Mail1	mail
Mail2	
Fax1	facsimileTelephoneNumber
Fax2	
Tel1	telephonenumber
Tel2	
Department1	o
Department2	ou

- 3 Enter an attribute and click [Save].

NOTE: You can register up to two attributes for each search object. When two attributes have been registered, the attribute 1 (ex. “cn”) is used for search filter. And then, the machine will retrieve the records that include the registered attributes you set.

For example, when the LDAP parameters are set as follows, and you entered a name for object search, the machine first requests the LDAP server to search the record that includes “cn=(text you’ve entered)”. Then, the machine retrieves the parameters based on all the registered attributes (cn, commonname, mail, facsimiletelephonenumber, telephonenumber, o, ou) from the searched records.

Name1 : cn
Name2 : commonname
Mail1 : mail
Mail2 :
Fax1 : facsimiletelephonenumber
Fax2 :
Tel1 : telephonenumber
Tel2 :
Dept.1 : o
Dept.2 : ou

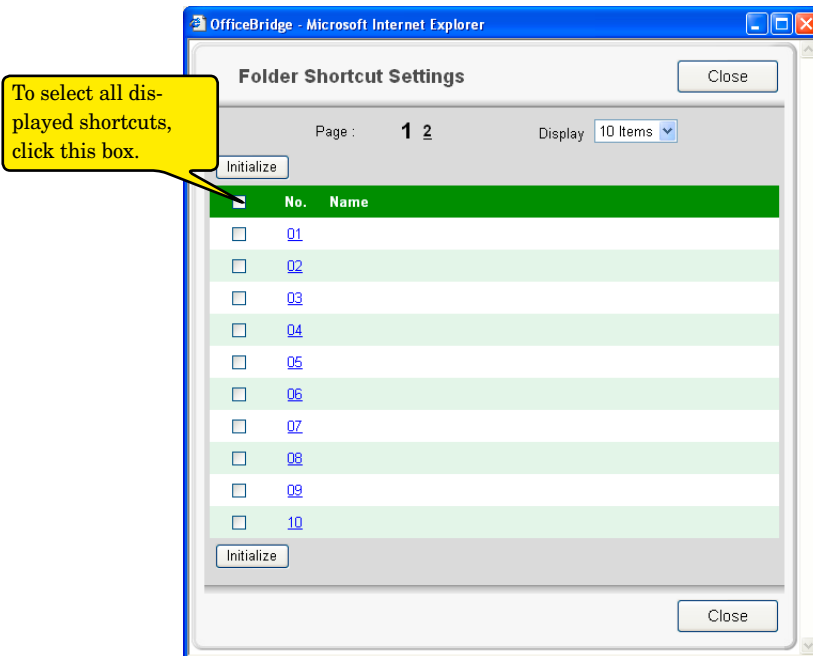
Folder Shortcuts

Creating or editing Folder shortcuts

NOTE: To register the folder as a shortcut, it should meet the following conditions:

- The folder name should not contain other ASCII code.
- The folder should be a shared folder or a folder under the shared folder.
- The shared folder's name should be within 12 characters.
- The full path should be within 100 characters.
- The folder should be in the same segment with your machine.

- 1 Log-in to “OfficeBridge”.
- 2 Click [Folder Shortcuts] on the “Admin Tools” tab.
A list of registered folder shortcuts will be displayed.



Item	Description
“No”	The shortcut number.
“Name”	The registered shortcut name.
[Initialize]	To delete a folder shortcut, select the box next to the folder number and click [Initialize].

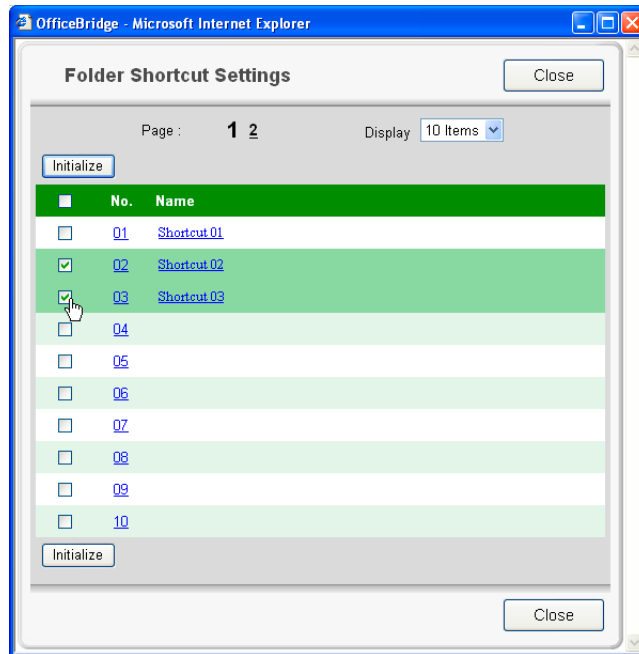
- 3 Select a number (01 to 20) you want to create or edit.
The “Folder Shortcut Settings” dialog appears.

Item	Description
“Shortcut Name “	Enter the folder shortcut name.
“Folder Path”	Enter the exact folder path.
“Folder Browse”	If you do not know the exact folder path, select [Browse] to browse the network.
“User Name”	If the folder requires authentication, please enter the user name. If your machine is on a windows domain controlled network, add the domain name after the user name with an “@”, like “sam@dom_muratec.com”.
“Password”	If the folder requires authentication, please enter the user password.

4 Configure the settings, then click [Save].

Deleting a folder shortcut

- 1** Repeat steps 1 through 2 in [“Creating or editing folder shortcut”](#).
- 2** Select the folder shortcut you want to delete.

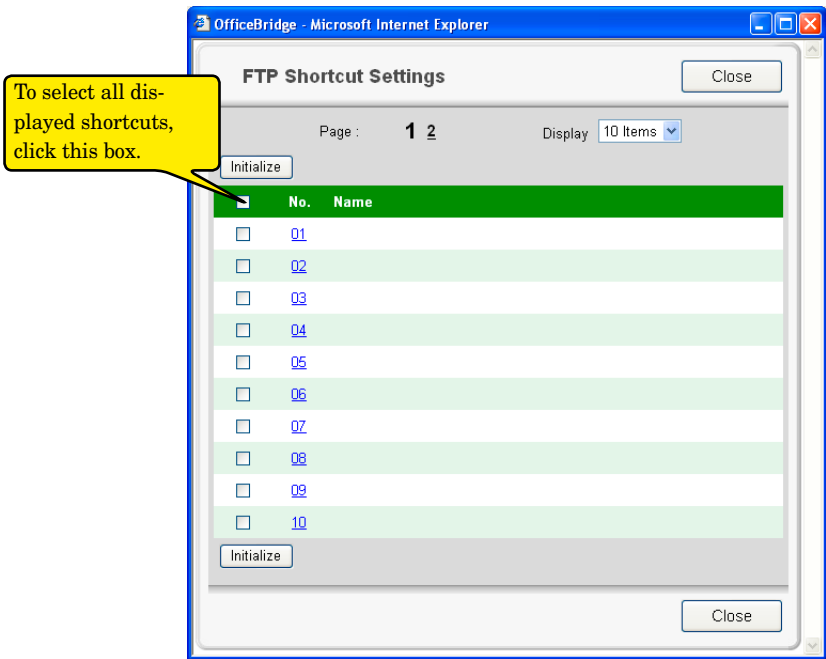


- 3** Click [Initialize].
- 4** When prompted click [OK].

FTP Shortcut setting

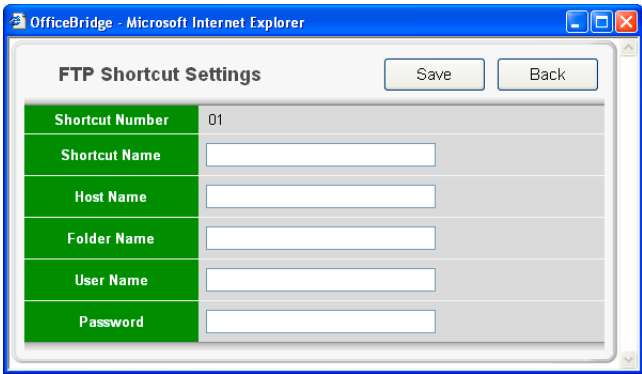
Creating or editing an FTP shortcut

- 1 Log-in to “OfficeBridge”.
- 2 Click [FTP Shortcuts] on the “Admin Tools” tab.
A list of registered FTP shortcuts will be displayed.



Item	Description
“No”	The FTP shortcut number.
“Name”	The registered FTP shortcut name.
[Initialize]	To delete an FTP shortcut, select the shortcut and click [Initialize].

- 3 Select a number (01 to 20) you want to create or edit.
The “FTP Shortcut Settings” dialog will appear.

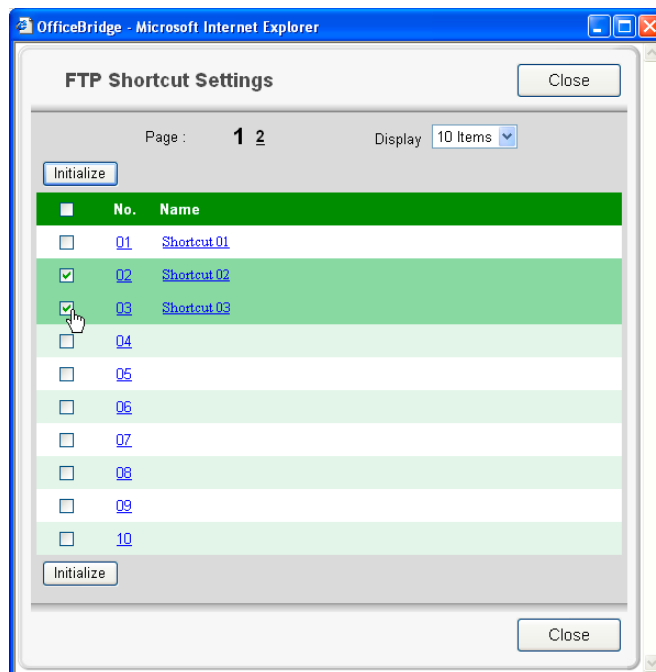


Item	Description
Shortcut Name	Enter the shortcut name for identification purposes.
Host Name	Enter the FTP server name.
Folder Name	Enter the folder name on the FTP server.
User Name	Enter the user name for the FTP server.
Password	Enter the password for the FTP server.

4 Configure the settings, then click [Save].

Deleting an FTP shortcut

1 Select the FTP shortcut you want to delete.



2 Click [Initialize].

3 When prompted click [OK].

Archive Settings

NOTE: When you set “Archive Settings” to “ON”, the following transmission will be disabled.

- Non-memory transmissions
- Transmissions using the [Monitor] or an optional handset
- F-code security receptions
- F-code bulletin box receptions

Polling communications will not be archived.

NOTE: When the machine fails to archive, a check message will be printed out and indicates that transmission to the “Archive” has failed. You may better inform the users in advance that this message does not mean the transmission to the desired destination has failed, when you set this function to [ON].

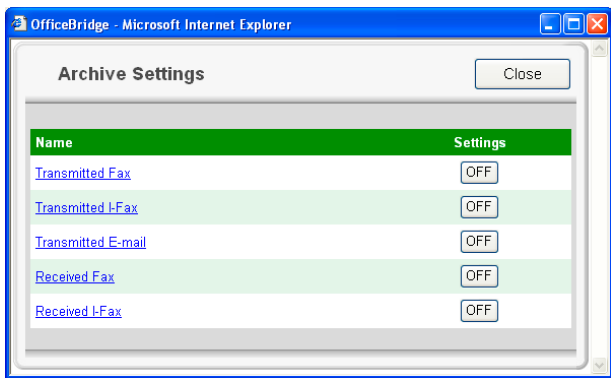
Check Message

P.1
Transmission failed
May 5 2002 02:15pm

T.2.1 Check condition of remote fax. Archive

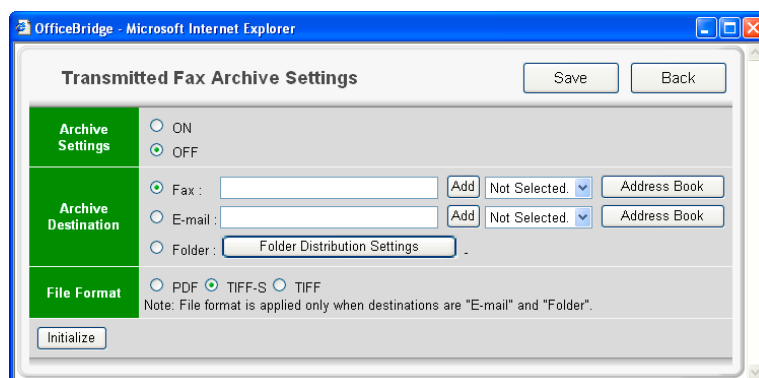
Creating or editing an archive setting

- 1 Log-in to “OfficeBridge”.
- 2 Click [Archive Settings] on the “Admin Tools” tab.
The “Archive Settings” dialog will appear.



Item	Description
“Transmitted Fax”	Archive outbound fax documents.
“Transmitted I-Fax”	Archive outbound Internet fax documents.
“Transmitted E-mail”	Archive outbound e-mail documents.
“Received Fax”	Archive inbound fax documents.
“Received I-Fax”	Archive inbound Internet fax documents.

3 Select the archive process you want to activate or edit.



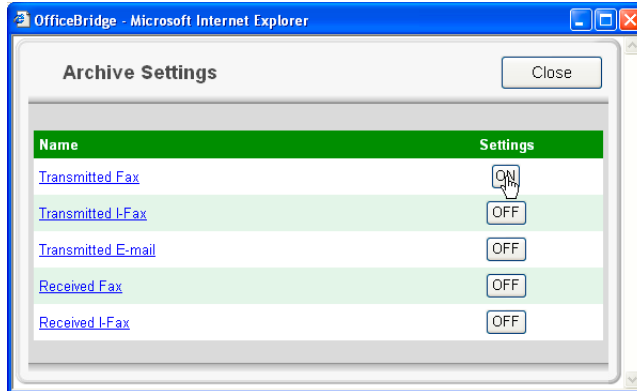
Item	Description
Archive Setting	Specifies whether to enable this archive setting.
Archive Destinations	<p>Specifies the archive destination.</p> <ul style="list-style-type: none"> To archive the document to a specified fax number: (This setting does not appear on the “Transmitted e-mail Archive Settings” dialog.) <ol style="list-style-type: none"> Click the “Fax” radio button. Enter the fax number and click [Add]. – or – Click [Address Book]. Select the destination and click [Add]. Then click [Save]. <p>To delete a fax number from the archive destination list:</p> <ol style="list-style-type: none"> Click [Address Book]. Select the destination. Click [Delete]. Click [Save]. To archive the document to a specified e-mail address: <ol style="list-style-type: none"> Click the “E-mail” radio button. Enter the e-mail address and click [Add]. – or – Click [Address Book]. Select the destination and click [Add]. Then click [Save]. <p>To delete an e-mail address from the archive destination list:</p> <ol style="list-style-type: none"> Click [Address Book]. Select destination. Click [Delete]. Click [Save].

Item	Description
Archive Destinations	<ul style="list-style-type: none"> • To archive a document to a specified shared Windows folder: <ol style="list-style-type: none"> (1) Click the “Folder” radio button. (2) Click [Folder Distribution Settings]. (3) Enter the folder path, user name and password. <ul style="list-style-type: none"> – or – Click [Shortcut List]. Select the folder shortcut and click [Add]. Then click [Save]. <p>To delete a folder shortcut from the archive destination list:</p> <ol style="list-style-type: none"> (1) Click [Folder Distribution Settings]. (2) Delete the settings in “Manual Entry” column. <ul style="list-style-type: none"> – or – (1) Click [Folder Distribution Settings]. (2) Click [Shortcut List]. (3) Select the folder shortcut and click [Delete]. (4) Click [Save].
File Format	Selecting the file format that the document will be archived as.
Initialize	Clear the archive settings.

4 Configure the settings and click [Save].

Archive activation

- 1 Click the settings button and toggle the archive setting “ON” or “OFF”.



NOTE: This cannot be turned “ON” if the archive setting has not been created.

Chapter

4

Using the InfoMonitor

What is InfoMonitor?	4-2
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OfficeBridge settings.....	4-5
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Disabling the pop-up notification	4-7

What is InfoMonitor?

“OfficeBridge InfoMonitor” is an application software that notifies users of new “OfficeBridge” documents, the fax/e-mail transmission results or other OfficeBridge events.

If InfoMonitor is running, a pop-up message will be displayed and the desktop icon will be flashing.

NOTE: To use “OfficeBridge InfoMonitor”, it is necessary to install this program on your computer. For details of how to install “OfficeBridge InfoMonitor”, refer to the “Setup Guide”.

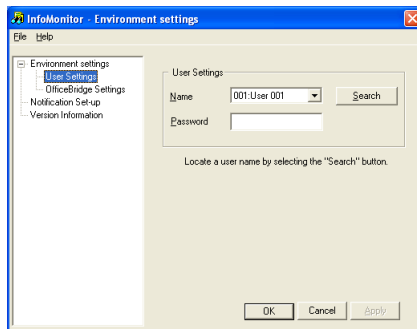
Environment settings

If you want to adjust settings, open “Environment settings” by the following procedure:

- 1 Double-click the OfficeBridge InfoMonitor icon  on the task tray. The icon will appear when OfficeBridge InfoMonitor is activating.



- 2 The environment settings screen will appear.
For detail of settings, see descriptions from the next page.



For Windows XP Service Pack 2 and Windows Server 2003 users

“Windows Security Alert” dialog will be displayed when “OfficeBridge InfoMonitor” initially starts up.

- 1 When the following dialog appears, click [Unblock].




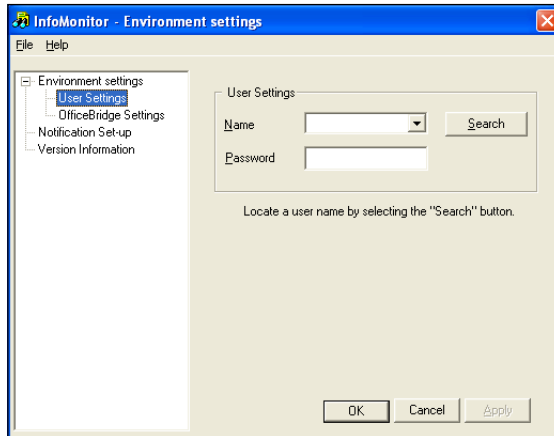
NOTE: If you click other buttons except [Unblock] by mistake:

- (1) Click [Control Panel] from [Start] for Windows.
The “Control Panel” screen will be displayed.
- (2) Double-click the [Windows Firewall] icon.
“Windows Firewall” dialog will be displayed.
- (3) Click the [Exceptions] tab.
The list for programs or drivers will be displayed. Firewall is blocking the communications for the programs or drivers that have unchecked boxes.
- (4) Select the checkboxes for programs you wish to unblock.
- (5) Click [OK].
The block for checked programs or drivers will be released, and the communication will run normally.

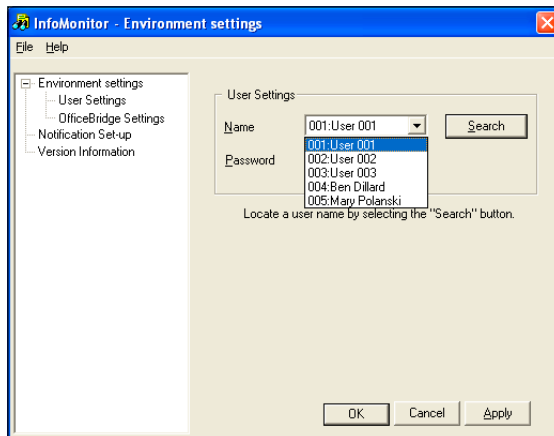
User settings

Select the OfficeBridge user so that the application can activate your files.

- 1 Double-click the OfficeBridge InfoMonitor icon  on the task tray while OfficeBridge InfoMonitor is running.
- 2 Click “User settings” in the “Environment settings”.



- 3 Click [Search].
- 4 Select your “User name” from the drop down list.




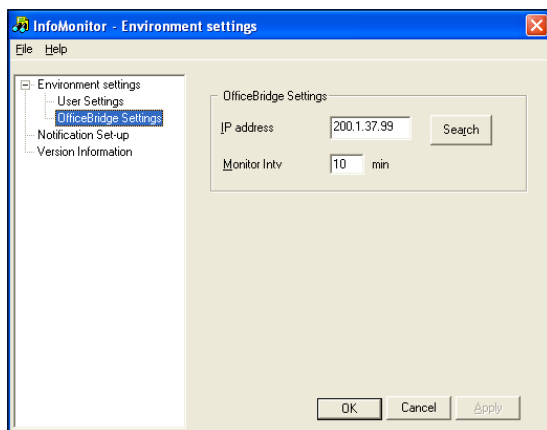
NOTE: If the drop down list does not appear after clicking [Search], first see the [“OfficeBridge settings”](#) on the next page and set up the IP address.

- 5 Enter your login password, and click [OK].
When the password is not set up, simply click [OK].
 - Click [Apply] to save the setting and keep the screen active.
 - Click [Cancel] to close the screen without saving the changes.

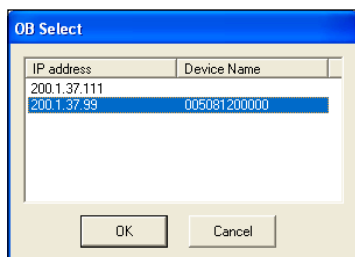
OfficeBridge settings

This should be set whenever the IP address is changed or the monitoring interval is adjusted.

- 1 Double-click the OfficeBridge InfoMonitor icon  on the task tray while OfficeBridge InfoMonitor is running.
- 2 Click “OfficeBridge Settings” in the “Environment settings”.



- 3 Click [Search].
- 4 Select the IP address of your MFP and click [OK].



- 5 Enter the Monitor Interval.
This will set how often InfoMonitor checks for new documents.

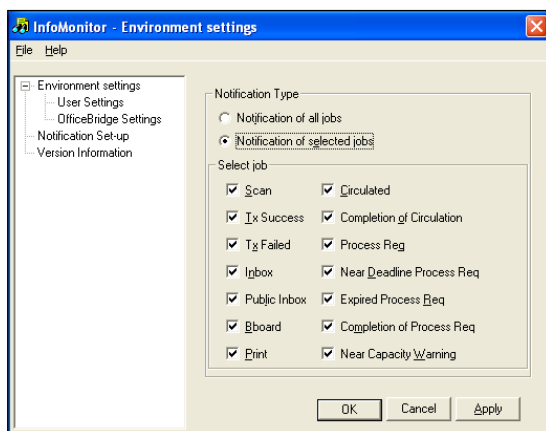
NOTE: You can set the interval from 1 to 999 minutes.

- 6 Click [OK].
 - Click [Apply] to save the setting and keep the screen active.
 - Click [Close] to close the screen without saving the changes.

Notification Set-up

This will determine what events InfoMonitor will notify you of.

- 1 Double-click the OfficeBridge InfoMonitor icon  on the task tray while OfficeBridge InfoMonitor is running.
- 2 Click “Notification Set-up”.



- 3 Select the “Notification Type”, from “Notification of all jobs” or “Notification of selected jobs”.
- 4 If you have selected “Notification of all jobs”, skip to step 5.
If you have selected “Notification of selected jobs”, select the jobs to be notified by checking the corresponding box.

The job descriptions are listed below:

“Scan”	Newly received documents in the Scan box.
“Tx Success”	When document transmission is successful.
“Tx Failed”	When transmission did not end successfully
“Inbox”	Newly received documents in the “Personal Inbox”.
“Public Inbox”	Newly received documents in the “Pubic Inbox”.
“Board”	Newly posted documents on the bulletin board.
“Print”	When document printing ended or a print error occurred.
“Circulated”	Newly circulated documents in the circulation box.
“Completion of Circulation”	When a circulation document has been read by all the specified users.
“Process Req.”	When processing is requested.
“Near Deadline Process Req.”	When the set process period will be within 24 hours.
“Expired Process Req.”	When the process period has passed and the notice is printed.
“Completion of Process Req.”	When the user has completed the processing.
“Near Capacity Warning”	Wen the server disk space is running low.

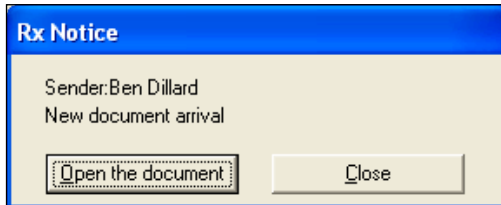
- 5 Click [OK].

Using InfoMonitor

Check a new document

If you have installed and activated InfoMonitor, you will be notified when a document has been received.

This is an example when a document arrived to ones personal inbox:



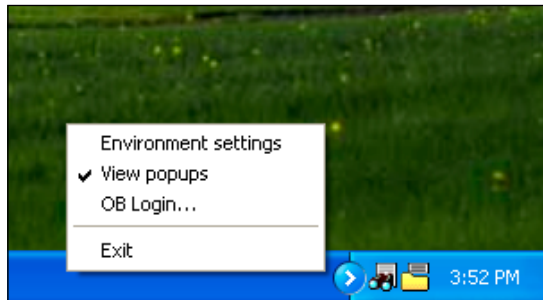
To view the arrived document, click [Open the document].

Select [Close] if you want to check it later.

Disabling the pop-up notification

To disable the pop-up notification please follow this procedure.

- 1 Right-click the OfficeBridge InfoMonitor icon  on the task tray.



- 2 Select “View popups” and remove the check mark.
 - If “View popups” is disabled, the icon will flash to notify you that a document has been received. To view the document, right-click the icon and start OfficeBridge.

Chapter

5

Using the Document Download Manager

What is Document Download Manager?.....	5-2
Environment settings	5-3
User settings.....	5-4
OfficeBridge settings.....	5-5
Download setting.....	5-6
Using Download Manager	5-8
Creating new download tasks.....	5-8
Editing a task	5-10
Deleting a task	5-10
Download the files.....	5-11

What is Document Download Manager?


“OfficeBridge Document Download Manager” is an application software that automatically downloads new documents into specified locations on your computer. If this application is kept active, documents can be downloaded automatically or manually.

While a document is being downloaded, the task tray icon will flash to notify you.

NOTE: To use “OfficeBridge Document Download Manager”, it is necessary to install this program on your computer. For details of how to install “OfficeBridge Document Download Manager”, refer to the “Setup Guide”.

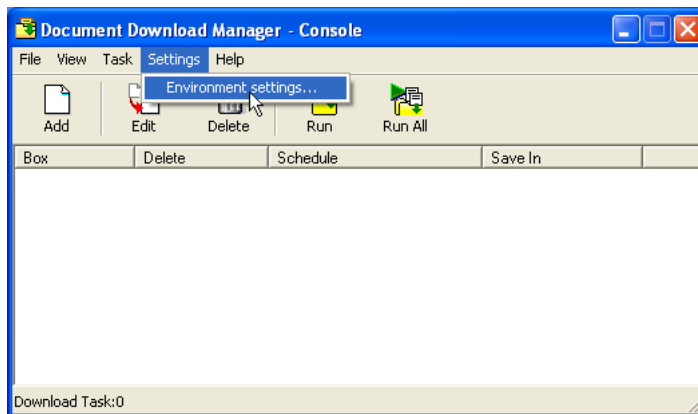
Environment settings

If you want to adjust settings, open “Environment settings” by the following procedure:

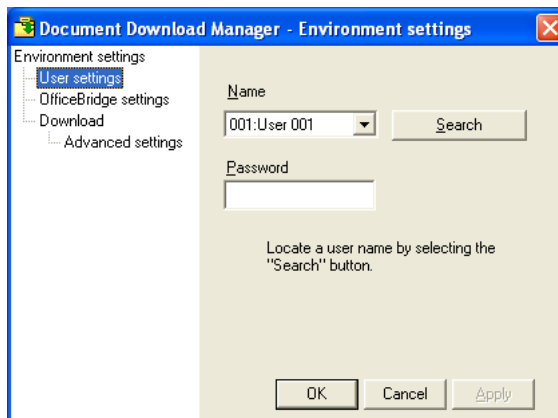
- 1 Double-click the OfficeBridge Document Download Manager icon  on the task tray. The icon will appear when OfficeBridge Document Download Manager is activating.



- 2 Click “**Environment settings...**” from **Settings** in menu bar.



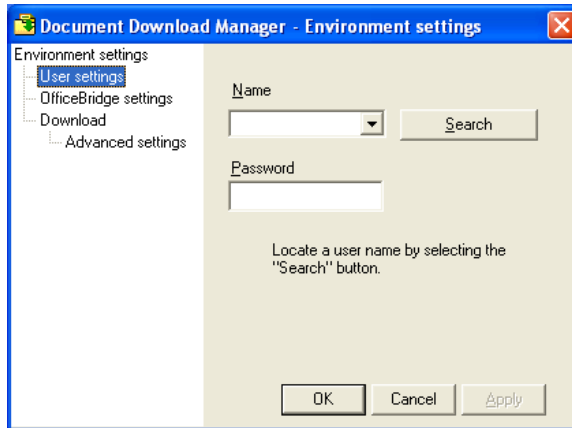
- 3 The environment settings screen will appear.
For detail of settings, see descriptions from the next page.



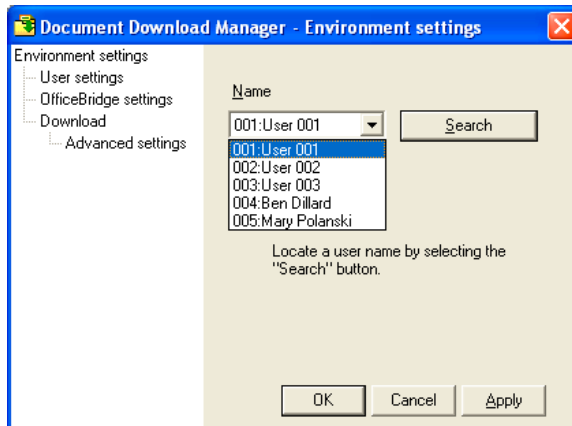
User settings

First set the user, so that the application will download your files.

- 1 Click “User settings” in the “Environment settings”, then click [Search].



- 2 Select your user name from the drop down list.



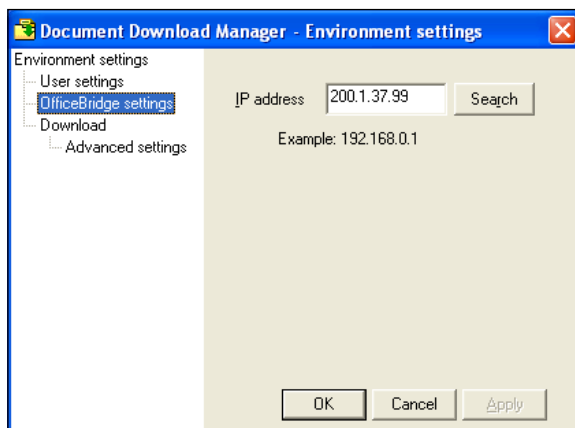
NOTE: If the drop down list does not appear after clicking [Search], first see the [“OB setting”](#) on the next page and set up the IP address.

- 3 Enter your password and click [OK].
When the password is not set up, simply click [OK].
 - Click [Apply] to save the setting and keep the screen active.
 - Click [Close] to close the screen without saving the changes.

OfficeBridge settings

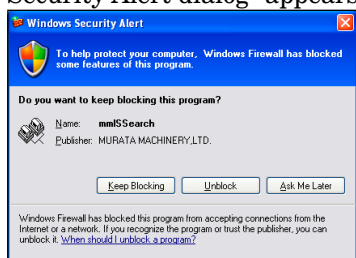
This should be set if the IP address changes.

- 1 Click “OfficeBridge settings” in the “Environment settings”.

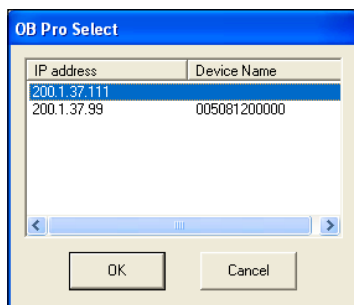


- 2 Click [Search].

NOTE: On Windows XP Service Pack 2 or Windows Server 2003, when “Windows Security Alert dialog” appears, click [Unblock].



- 3 Select the IP address of your machine and click [OK].



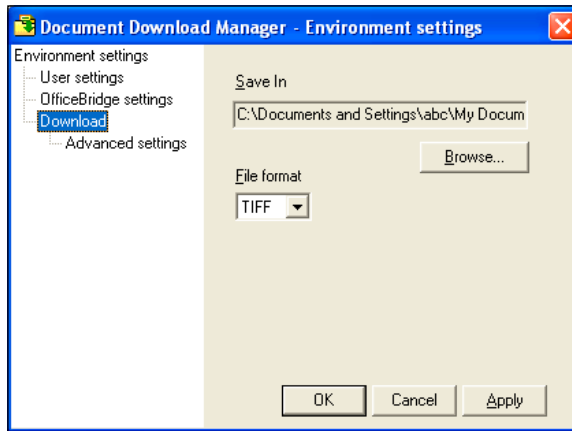
- 4 Click [OK].
 - Click [Apply] to save the setting and keep the screen active.
 - Click [Close] to close the screen without saving the changes.

Download setting

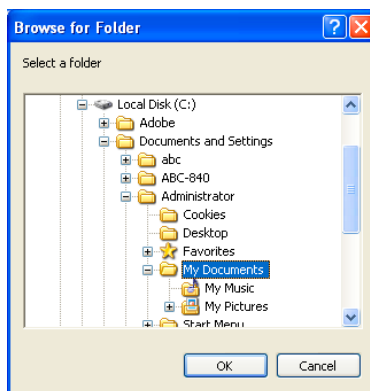
Save in

Set where to save your downloaded files.

- 1 Click “Download” in the “Environment settings”.



- 2 Specify the location of the folder, click [Browse].
- 3 Select your desired folder, and click [OK].



- 4 Click [OK].
 - Click [Apply] to save the setting and keep the screen active.
 - Click [Close] to close the screen without saving the changes.

File format

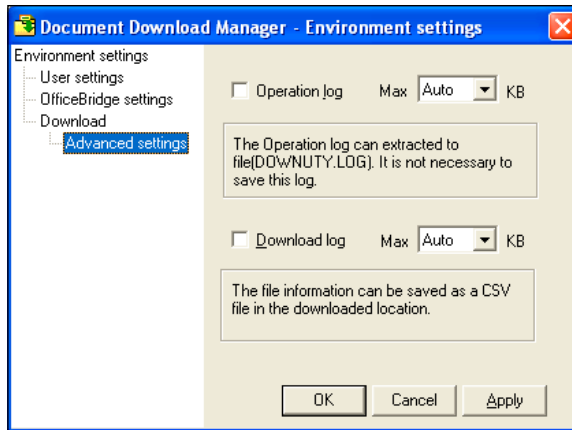
Select the file format in which to download the file from “TIFF” and “PDF”.

- 1 Click “Download” in the “Environment settings”.
- 2 Select the file format, and click [OK].
 - Click [Apply] to save the setting and keep the screen active.
 - Click [Close] to close the screen without saving the changes.

Advanced settings

You can make a log file for the operation and download logs.

- 1 Click “Advanced settings” under “Download” in the “Environment settings”.

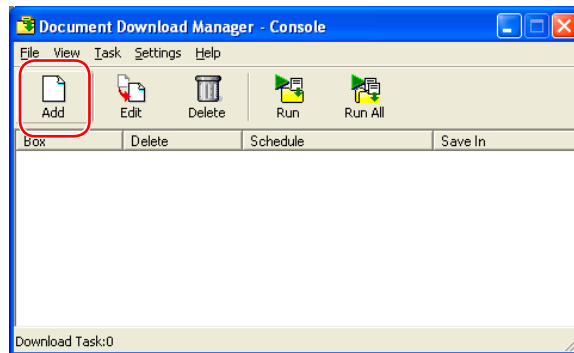


- 2 Make a setting and click [OK].
 - Click [Apply] to save the setting and keep the screen active.
 - Click [Close] to close the screen without saving the changes.

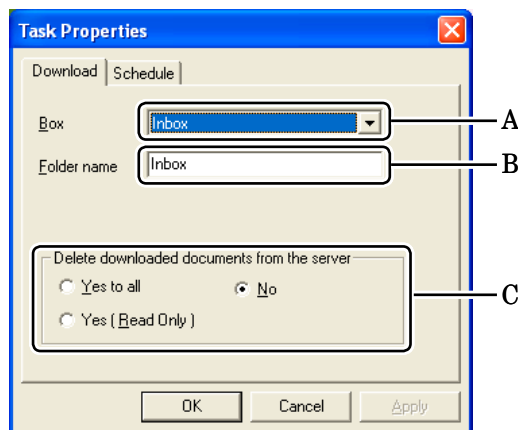
Using Download Manager

Creating new download tasks

- 1 Start up the Document Download Manager, and click [Add].

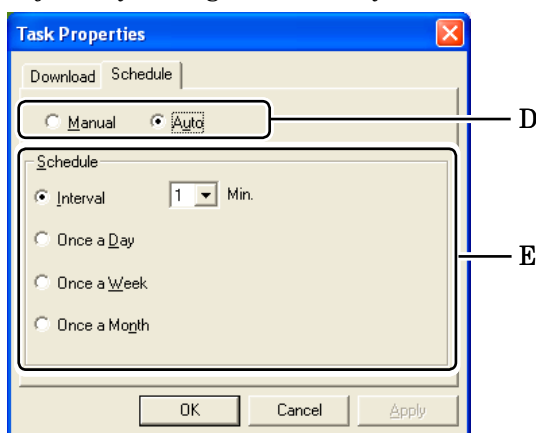


- 2 Click the “Download” tab.
- 3 Adjust any settings as necessary.



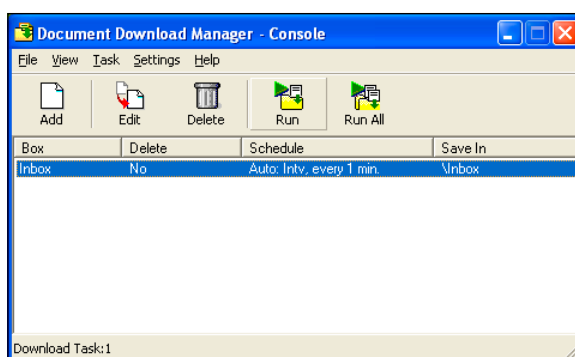
	Item
A	Select from which box you want to download the files.
B	Register the name of the subfolder into which the files will be stored.
C	<div>Select whether to delete the file from the machine memory after downloading.<ul style="list-style-type: none">•Yes to all Deletes all downloaded documents from the document lists.•Yes (Read only) Deletes downloaded documents from the document lists when they have been read.•No Does not delete downloaded documents.</div>

- 4 Click [Apply].
- 5 Repeat steps 3 and 4 to register all your downloading tasks.
- 6 Click the “Schedule” tab.
- 7 Adjust any settings as necessary.



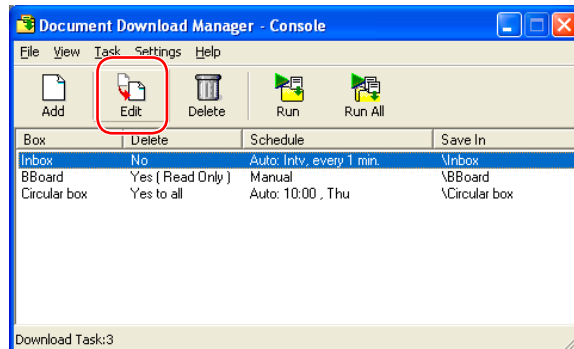
	Item
D	Select whether to download the files manually or automatically. To download manually, check “Manual”; to download automatically, check “Auto”.
E	<p>When you have selected “Auto”, set up when to run the download task. Check one of the following, then click the list button and set the day of the week or date and time:</p> <ul style="list-style-type: none"> •Interval Downloads the files in a set interval (minutes). You can set the interval from 1, 5 or 10 to 120 minutes in 10 minutes interval. •Once a Day Downloads the file once each day at a specified time. •Once a Week Downloads the file once each time on a specified day of the week. •Once a Month Downloads the file once each month at a specified day and time.

- 8 Click [OK].
 - Click [Cancel] not to save this setting and close the screen.



Editing a task

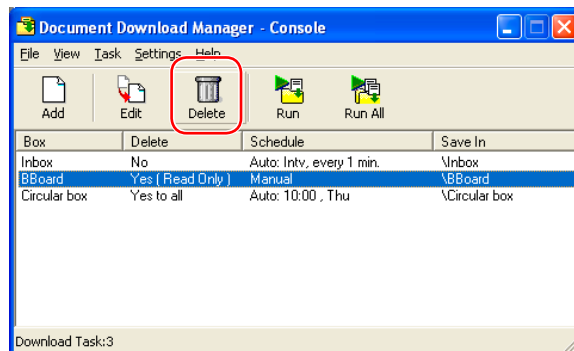
- 1 Open the Document Download Manager.
- 2 Select the task to edit, and click [Edit].



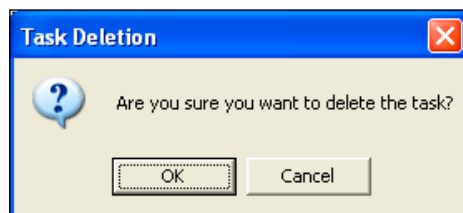
- 3 Adjust any settings as necessary. Refer to [“Creating new download task”](#) page 5-8, if needed.
- 4 Click [OK].
 - Click [Cancel] to close the screen without saving the changes.

Deleting a task

- 1 Open the Document Download Manager.
- 2 Select the task to delete, and click [Delete].

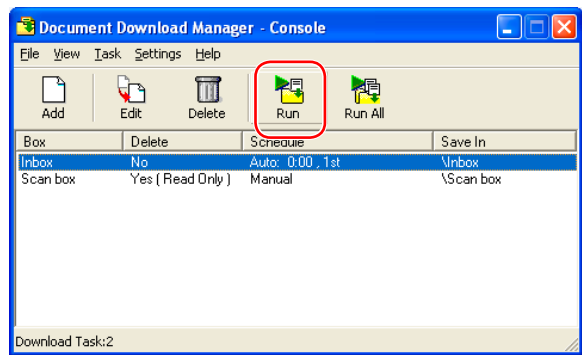


- 3 Click [OK].
 - Click [Cancel] to close the screen without saving the changes.

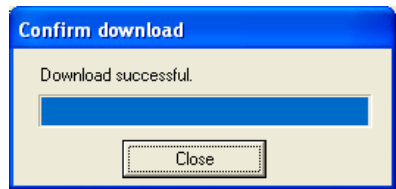


Download the files

- 1 Open the Document Download Manager.
- 2 Select the task you want to run, and click [Run].
When you want to run all the tasks, click [Run All].



- 3 The selected tasks will be executed, and you will see the result be displayed.
 - If there were no document to be downloaded “No documents in queue” will be displayed.



Chapter

6

Using the CoverPage Editor

What is CoverPage Editor?.....	6-2
Creating a new cover page.....	6-3
Editing the CoverPage	6-5
How to send a cover page	6-7

What is CoverPage Editor?

“OfficeBridge CoverPage Editor” is an application software that allows you to create and store customized cover pages.

On the cover page, you can insert information such as items registered in the Address Book (destination name, fax number, e-mail address) or in the User Set-up field. The information will automatically be inserted to the correct field everytime you specify a destination, so there is no need to create a cover page every time you use it.

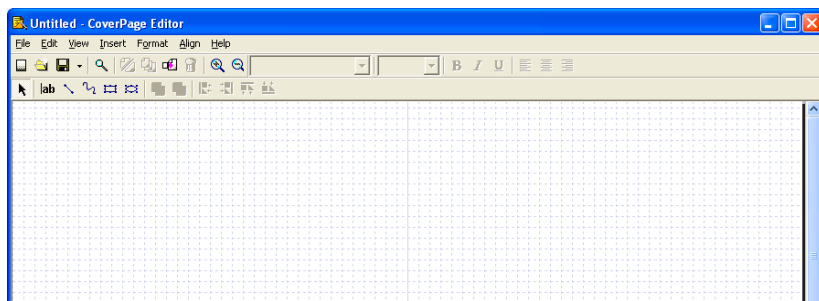
You can create and use multiple cover pages for different destinations and objectives.

NOTE: To use “CoverPage Editor”, it is necessary to install this program on your computer. For details of how to install “CoverPage Editor”, refer to the “Setup Guide”.

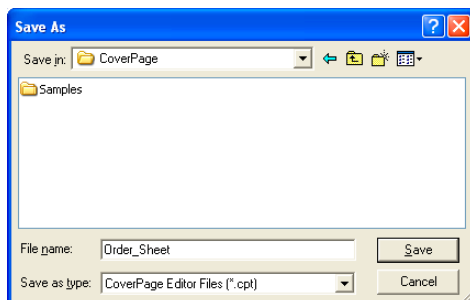
Creating a new cover page

NOTE: You can register five cover pages. According to the memory option, it may be extended up to 20.

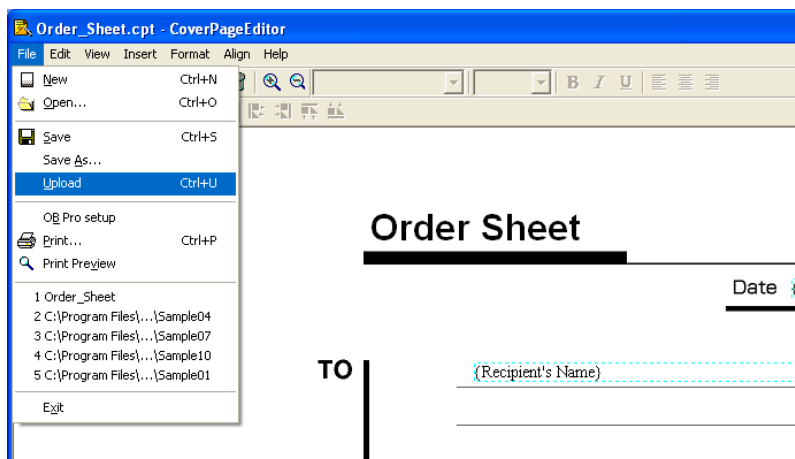
- 1 Click **Start**, point to **All Programs**, locate **OfficeBridge** then **CoverPage Editor** to start the program.
- 2 Click **File**, and select **New**.



- 3 Edit the cover page.
For more information on editing cover pages, see [“Editing Cover Page”](#) on page 6-5.
- 4 Click **File**, and select **Save as** or **Save** to save the file.
(Here we name it as “Order_Sheet”.)



- 5 Click **File**, and select **Upload**.



- 6** Select an ID and click [Upload]. When you check the box “Preview” you can see the cover page you are about to download.

If you have already registered five cover pages, you should delete an existing one by overwriting it.

[illegible]

- 7** If you want to register more cover pages, repeat steps 2 to 6.
- 8** Select **Exit** from the **File** menu to close the CoverPage Editor.

- 8** Select **Exit** from the **File** menu to close the CoverPage Editor.

NOTE: There is not a way to simply delete an uploaded cover page. If you do not want the uploaded cover page, overwrite it with a new one.

Editing the CoverPage


Inserting data from the OfficeBridge Memory

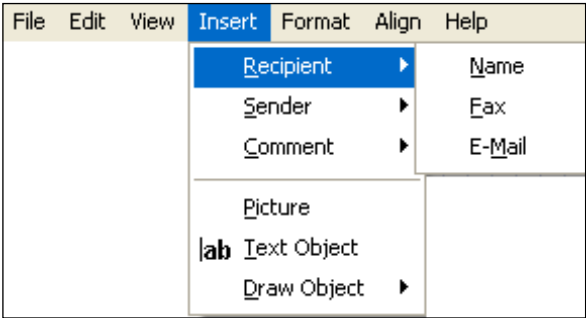
Such data will be inserted automatically every time you use the cover page from the OfficeBridge.

The commands are located under **Insert**.

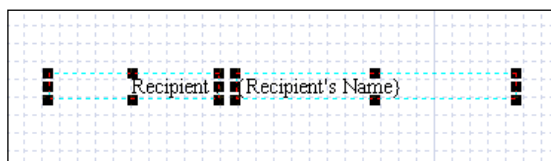
Data		Item
Recipient	“Name”	The name registered in the “Address Book” field will be inserted to this field.
	“Fax”	The fax number registered in the “Address Book” field will be inserted to this field.
	“e-mail”	The e-mail address registered in the “Address Book” field will be inserted to this field.
Sender	“Name”	The user name registered in the “User Set-up” field will be inserted here.
	“Company”	The company name registered in the “User Set-up” field will be inserted here.
	“Department”	The department registered in the “Department/ Group” of “User Set-up” field will be inserted here.
	“Telephone”	The telephone number registered in the “User Set-up” field will be inserted here.
	“Fax”	The fax number registered in the “User Set-up” field will be inserted here.
	“e-mail”	The e-mail address registered in the “User Set-up” field will be inserted here.
Comment	“Date”	The machine-holding date will be inserted here.
	“Subject”	The subject you input in the “Edit Cover Page” field will be inserted here.
	“Message”	The subject you input in the “Edit Cover Page” field will be inserted here.
	“Pages”	The total number of pages will be inserted here.

How to inserted the data:

- 1 Click  to select the commands.
- 2 Click **Insert** and then select the desired data.



- 3 The data name and the data field will be pasted on the page.

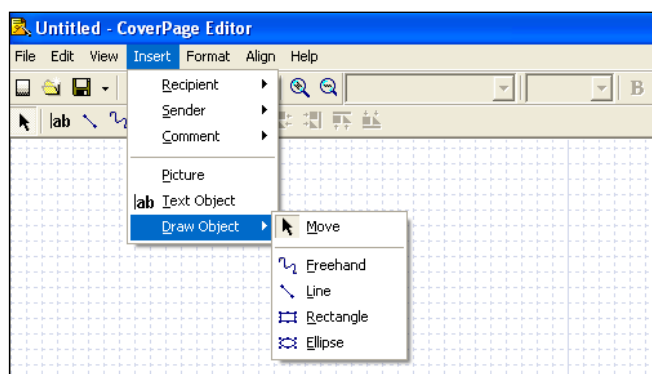


- 4 Move, align or edit it as you like. For details, refer to the Help screen.

Inserting text, drawings and pictures

You can also enter text, drawings and pictures onto your cover page.

Click **Insert** and select your desired option and edit them. For details, refer to the Help.



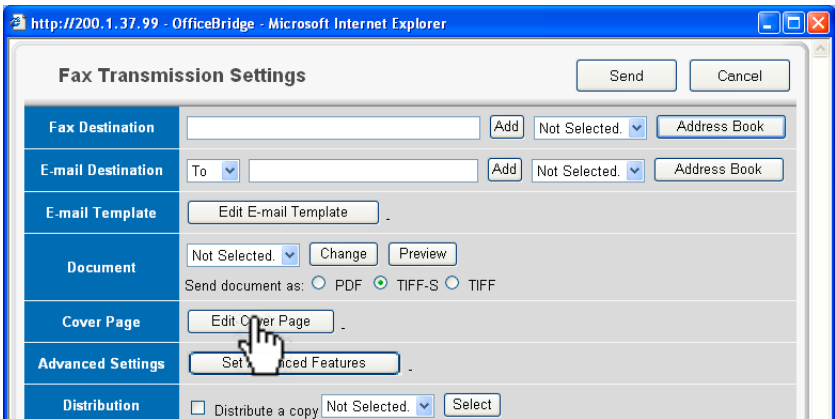
How to send a cover page

You can send a cover page attached with your document to fax and/or e-mail destinations. You may also send a cover page by itself, including a brief text message in the “Message” field. For transmission, we describe the details in [“PC fax transmission and reception”](#) from pages 2-2 to 2-14.

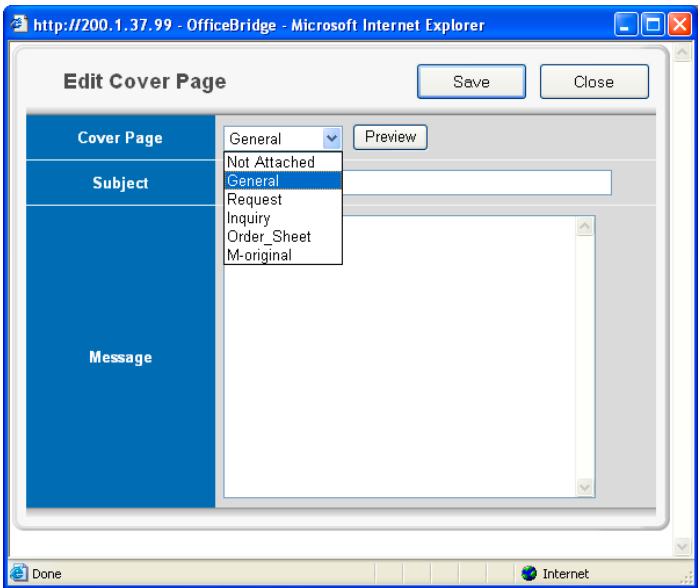
Here’s an example of a quick cover page attachment.

NOTE: You cannot send a registered cover page from your machine to an fax destination. In this case, the fax cover page will be transmitted.

- 1 Either click [Send] from OfficeBridge or from the “Document Operation” dialog. (See [page 2-2](#) and [page 2-3](#), if needed.)
When you want to send only the cover page, do not select a file. Click [Send].
- 2 Click [Edit Cover Page].



- 3 Click the drop down list, and select the cover page you want to send. When you click [Preview], you can see the cover page image.



- 4 Insert the cursor in the box next to “Subject” and enter the subject. The subject may contain up to 80 characters.

- 5** Insert the cursor in the box next to “Message” and enter the message. The message may contain up to 1024 characters.
- 6** Click [Save].
- 7** Specify the destinations and make any adjustments.
 - To enter destinations, see [“How to enter the destinations”](#) on pages 2-5 to 2-9.
 - To adjust document settings, see [“Setting transmission functions”](#) on page 2-11.
- 8** Click [Send].

Chapter

Using the OB TIFFMaker

What is TIFFMaker?.....	7-2
Creating a TIFF file	7-2

What is TIFFMaker?

TIFFMaker is a print driver that converts files into Tagged Image File Format (TIFF) from your software application.

For example, if you attach a TIFF file converted by TIFFMaker to the Muratec Internet Fax via e-mail, you can use the Muratec Internet Fax machine as a PC printer. Also, by using the e-mail forwarding feature on the Muratec Internet Fax machine, you can send your electronic document to a remote fax machine without printing.

NOTE: To use “Muratec OB TIFFMaker”, it is necessary to install this program on your computer. For details of how to install “Muratec OB TIFFMaker”, refer to the “Setup Guide”.

Creating a TIFF file

- 1** Open the document you want to convert.
- 2** Select “Print” from the **File** menu.
- 3** Click [Print] or [Print Setup] from the **File** menu.
Make sure that “Muratec OB TIFFMaker” is selected as the printer.
If you want to make any adjustments, click [Properties] or [Setup].
- 4** Click [OK] or [Print].
- 5** TIFFMaker will ask you where to place the TIFF file.
Select the desired location and enter the file name, then click [Save].

NOTE: By default, TIFFMaker will append the extension “.tif” and place the file into the PRINT folder under C:\Program Files\Muratec\OfficeBridge\TiffMaker\Print folder.

Chapter

8

Trouble shooting

Troubleshooting the browser	8-2
Printing problems	8-7
Trouble with InfoMonitor	8-10
Trouble with Document Download Manager.....	8-11

Troubleshooting the browser

Problem	Devices to check	Check point / Resolution
Unable to connect to OfficeBridge	Computer	Are the OfficeBridge network settings configured correctly? ⇒ Consult the Setup Guide and correct the network settings.
		Is the IP address for OfficeBridge entered correctly? ⇒ If a DHCP (Dynamic Host Configuration Protocol) server is not installed on your network, check that the IP address for OfficeBridge entered correctly.
		Is the browser configured correctly? ⇒ Check the browser settings as below. Confirm the proxy server settings by selecting from the menu bar “Tools” “Internet Options” the [Connections] tab “Local area network (LAN) settings” and clicking on [LAN Settings].
		Is the LAN cable loose or disconnected? ⇒ Check the LAN cable connection and secure it firmly.
		Is the LAN cable damaged? ⇒ Replace the LAN cable.
		Is the network card (LAN card) damaged? ⇒ Replace the network card.
		Does Windows have sufficient system memory? ⇒ Confirm the total memory meets the OfficeBridge system requirements, and install more memory if needed. ⇒ If multiple applications are running or there is unneeded software in memory, close them.
		Has the user information been registered? ⇒ Enter the user information in the “User Registration” dialog in OfficeBridge.
		Is the password correct? ⇒ Enter the password that was entered in the OfficeBridge “User Set-up” dialog.
	MFP (MFX-1330)	Is the power on? ⇒ Turn the power on.
		Is the LAN cable loose or disconnected? ⇒ Check the LAN cable connection and secure it firmly.

Problem	Devices to check	Check point / Resolution
Unable to connect to OfficeBridge	MFP (MFX-1330)	Is the LAN cable damaged? ⇒ <i>Replace the LAN cable.</i>
		Are the network settings correct? ⇒ <i>Consult the Setup Guide and correct the network settings.</i>
	Network peripherals (LAN hub, router, etc.)	Is the power on? ⇒ <i>Turn the power on.</i>
		Is the LAN cable loose or disconnected? ⇒ <i>Check the LAN cable connectivity and secure it firmly.</i>
		Is the LAN cable damaged? ⇒ <i>Replace the LAN cable.</i>
		The device(s) may be damaged. Or, only one of the ports may be damaged. ⇒ <i>Connect the LAN cable to another port on the device and check for correct operation.</i> ⇒ <i>If it still doesn't work, replace the device.</i>
		Are the network settings correct? ⇒ <i>Consult the device's instruction manual and correct the network settings.</i>
The size of tables on the screen, character spacing, or line spacing is different from the screens in the manual.	Computer	Is a browser other than the previous specified browser being used? ⇒ <i>Use Internet Explorer 6 or later.</i>
The displayed font size is different from the screens in the manual.	Computer	Have you changed the browser's font size? ⇒ <i>Try adjusting the size using the browser's character size setting.</i>
Unable to open documents.	Computer	Is an image viewer installed? ⇒ <i>Documents cannot be viewed if an image viewer is not installed. Close OfficeBridge and install an image viewer.</i> ⇒ <i>Similar conditions may occur if the image viewer is an older version. In this case, try installing the latest version of the image viewer.</i>
		Has the operating system been setup with file associations for image file extensions (.TIFF or .PDF)? ⇒ <i>Following the instructions for your computer's operating system, associate the file extensions.</i>

Problem	Devices to check	Check point / Resolution
Unable to open documents.	Computer	Has the plug-in been installed? ⇒ Check if plug-ins like QuickTime or RealOne are loaded or if image viewers are installed. If they are, associate the image file's extension to these applications or plug-ins.
		Is the active window in front of the other windows? ⇒ Check that the active window that you have opened is not hidden behind other opened windows. If other windows or softwares are opened, close them or send them behind so that you can see your opened window.
Unable to send or receive e-mail.	Computer	Is the mail server account/password set correctly? ⇒ Enter the correct account / password settings in the OfficeBridge "SMTP/POP settings" dialog. Consult the Setup Guide and correct the network settings.
		Is the LAN cable loose or disconnected? ⇒ Check the LAN cable connectivity and secure it firmly.
		Is the LAN cable damaged? ⇒ Replace the LAN cable.
		Is the network card (LAN card) damaged? ⇒ Replace the network card.
	MFP (MFX-1330)	Is the power on? ⇒ Turn the power on.
		Is the LAN cable loose or disconnected? ⇒ Check the LAN cable connection and secure it firmly.
		Is the LAN cable damaged? ⇒ Replace the LAN cable.
		Is the telephone cable loose or disconnected? ⇒ Check the telephone cable connection and secure it firmly.
		Is the telephone cable damaged? ⇒ Replace the telephone cable.
		Are the network settings correct? ⇒ Consult the Setup Guide and correct the network settings.
	Network peripherals (LAN hub, router, etc.)	Is the power on? ⇒ Turn the power on.
		Is the LAN cable loose or disconnected? ⇒ Check the LAN cable connection and secure it firmly.

Problem	Devices to check	Check point / Resolution
Unable to send or receive e-mail.	Network peripherals (LAN hub, router, etc.)	Is the LAN cable damaged? ⇒ <i>Replace the LAN cable.</i>
		The device(s) may be damaged. Or, only one of the ports may be damaged. ⇒ <i>Connect the LAN cable to another port on the device and check for correct operation.</i> ⇒ <i>If it still doesn't work, replace the device.</i>
		Are the network settings correct? ⇒ <i>Consult the device's instruction manual and correct the network settings.</i>
Unable to send or receive fax/e-mail with a document created with an application.	Computer	Is "Muratec MFX-1330 Fax" installed? ⇒ <i>Documents created with an application cannot be sent if "Muratec MFX-1330 Fax" is not installed. Close OfficeBridge and install "Muratec MFX-1330 Fax".</i>
		Is "Muratec MFX-1330 Fax" selected? ⇒ <i>Choose "Muratec MFX-1330 Fax" as the printer to use from the application's print menu.</i>
		Is the "Muratec MFX-1330 Fax" port set correctly? ⇒ <i>Check the "printer port" in "Muratec MFX-1330 Fax" and set it to the correct printer port IP address.</i>
Some document list screens (Bulletin board, circulation, request for processing) are not displayed.	Computer	Is the document list feature set to "disabled"? ⇒ <i>Set the function to "enabled" in each of the function configuration dialogs of OfficeBridge.</i>
Cannot receive faxes.	Computer	Are the received document delivery conditions configured correctly? ⇒ <i>Set the correct delivery conditions in the "Forward Settings" and "Received Fax Forwarding" dialog of Admin Tools.</i>
	MFP (MFX-1330)	Is the power on? ⇒ <i>Turn the power on.</i>
Cannot print received documents.	Computer	Is the print delivered documents setting turned off? ⇒ <i>Set the printing on delivery setting to ON in the "Auto Distribution Settings" dialog of "OfficeBridge.."</i>
	MFP (MFX-1330)	Is the power on? ⇒ <i>Turn the power on.</i>
Cannot forward scanned documents.	Computer	Has a valid recipient been selected? ⇒ <i>Select a user.</i>

Problem	Devices to check	Check point / Resolution
Unable to import scanned documents into applications.	Computer	Is “Muratec OB TWAIN Connector” installed? ⇒ <i>Scanned documents cannot be imported into applications if the “Muratec OB TWAIN Connector” is not installed. Close OfficeBridge and install “Muratec OB TWAIN Connector”.</i>
		Is “Muratec OB TWAIN Connector” set as the input device? ⇒ <i>In the application, set the input device to “Muratec OB TWAIN Connector.”</i>
Processed documents will not be saved into a document list.	Computer	Is the size of stored documents exceeding the memory capacity of your machine? ⇒ <i>Check the remaining memory in the document list, and free memory space by deleting no longer needed documents from the document list.</i>

Printing problems

Problem	Devices to check	Check point / Resolution
Unable to print documents.	Computer	Is the LAN cable loose or disconnected? ⇒ <i>Check the LAN cable connectivity and secure it firmly.</i>
		Is the LAN cable damaged? ⇒ <i>Replace the LAN cable.</i>
		Is the network card (LAN card) damaged? ⇒ <i>Replace the network card.</i>
		Does Windows have sufficient system memory? ⇒ <i>Confirm the total memory meets the Office-Bridge system requirements, and install more memory if needed.</i> ⇒ <i>If multiple applications are running or there is unneeded software in memory, close them.</i>
	MFP (MFX-1330)	Is the power on? ⇒ <i>Turn the power on.</i>
		Is paper loaded? ⇒ <i>Load paper properly.</i>
		Are the drum cartridge and toner bottle installed? ⇒ <i>Re-install the toner and drum cartridge.</i>
		Is the LAN cable loose or disconnected? ⇒ <i>Check the LAN cable connection and secure it firmly.</i>
		Is the LAN cable damaged? ⇒ <i>Replace the LAN cable.</i>
		Are the network settings correct? ⇒ <i>Consult the Setup Guide and correct the network settings.</i>
	Network peripherals (LAN hub, router, etc.)	Is the power on? ⇒ <i>Turn the power on.</i>
		Is the LAN cable loose or disconnected? ⇒ <i>Check the LAN cable connection and secure it firmly.</i>
		Is the LAN cable damaged? ⇒ <i>Replace the LAN cable.</i>
		The device(s) may be damaged. Or, only one of the ports may be damaged. ⇒ <i>Connect the LAN cable to another port on the device and check for correct operation.</i> ⇒ <i>If it still doesn't work, replace the device.</i>

Problem	Devices to check	Check point / Resolution
Unable to print documents.	Network peripherals (LAN hub, router, etc.)	Are the network settings correct? ⇒ Consult the device's instruction manual and correct the network settings.
Unable to print documents created with applications.	Computer	Is "Muratec MFX-1330" printer installed? ⇒ Documents created with an application cannot be printed if "Muratec MFX-1330" is not installed. ⇒ Close OfficeBridge and install "Muratec GDI Print Driver."
		Is "Muratec MFX-1330" printer selected? ⇒ Choose "Muratec MFX-1330" as the printer to use from the application's print menu.
		Is the "Muratec MFX-1330" printer's port set correctly? ⇒ Check the "printer port" in "Muratec MFX-1330" and set it to the correct printer port IP address.
Documents do not print correctly. (The printed output is wrong or text garbled)	Computer	Are the "Muratec MFX-1330" printer's print settings configured correctly? ⇒ Correctly configure the print settings for "Muratec MFX-1330".
		Does Windows have sufficient system memory? ⇒ Confirm the total memory meets the OfficeBridge system requirements, and install more memory if needed. ⇒ If multiple applications are running or there is unneeded software in memory, close them.
Unable to print documents created with applications.	Computer	Is "Muratec MFX-1330" installed? ⇒ Documents created with an application cannot be printed if "Muratec MFX-1330" is not installed. ⇒ Close OfficeBridge and install "Muratec GDI Print Driver".
		Is "Muratec MFX-1330" printer selected? ⇒ Choose "Muratec MFX-1330" as the printer to use from the application's print menu.
		Is the "Muratec MFX-1330" printer's port set correctly? ⇒ Check the "printer port" in "Muratec MFX-1330" and set it to the correct printer port IP address.
Documents do not print correctly. (The printed output is wrong or text garbled)	Computer	Are the "Muratec MFX-1330" printer's print settings configured correctly? ⇒ Correctly configure the print settings for "Muratec MFX-1330".

Problem	Devices to check	Check point / Resolution
Documents do not print correctly. (The printed output is wrong or text garbled)	Computer	<p>Does Windows have sufficient system memory?</p> <p>⇒ <i>Confirm the total memory meets the Office-Bridge system requirements, and install more memory if needed.</i></p> <p>⇒ <i>If multiple applications are running or there is unneeded software in memory, close them.</i></p>
The printout is white.	MFP (MFX-1330)	<p>Is the paper cassette properly configured?</p> <p>⇒ <i>Properly configure the paper cassette.</i></p>

Trouble with InfoMonitor

Problem	Devices to check	Checkpoint / Resolution
Cannot receive new document alerts.	Computer	Is “OfficeBridge InfoMonitor” running? ⇒ Alerts for new documents will not be displayed if “OfficeBridge InfoMonitor” is not running. Launch “OfficeBridge InfoMonitor”.
		Is the IP address entered correctly? ⇒ In the “ OfficeBridge Settings ” dialog of the OfficeBridge InfoMonitor, enter the same IP address as OfficeBridge.
		Is the correct user selected? ⇒ In the “ User Settings ” dialog of the OfficeBridge InfoMonitor, select the correct user.
		Is the popup display set to ON? ⇒ Right-click the “OfficeBridge InfoMonitor” task tray icon and confirm that “View pop-ups” is checked.
		Is a virus software or security software blocking the connection of “OfficeBridge InfoMonitor”? ⇒ Configure the virus scanner / security software to permit traffic on the port number used by “OfficeBridge InfoMonitor” (port 60000).
		Is a firewall setting blocking the connection of “OfficeBridge InfoMonitor”? ⇒ Configure the firewall to permit traffic on the port number used by “OfficeBridge InfoMonitor” (port 60000).

Trouble with Document Download Manager

Problem	Devices to check	Checkpoint / Resolution
Unable to download documents.	Computer	Is “OfficeBridge Document Download Manager” running? ⇒ <i>Downloading will not occur if “OfficeBridge Document Download Manager” is not running. Launch “OB Document Download Manager”.</i>
		Is the IP address entered correctly? ⇒ <i>In the “OfficeBridge Settings” dialog of OfficeBridge Document Download Manager, enter the same IP address as OfficeBridge.</i>
		Is the correct user selected? ⇒ <i>In the “User settings” dialog of OfficeBridge Document Download Manager, select the correct user.</i>
		Has a download task been created? ⇒ <i>Create a download task in the “OfficeBridge Document Download Manager- console” dialog of “OfficeBridge Document Download Manager”.</i>
		Is automatic deletion after downloading of a document set with “OfficeBridge Document Download Manager” on another computer? ⇒ <i>Disable automatic deletion after downloading of a document that has been set on another computer.</i>

Chapter

9

Appendix and Index

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System requirements

Item	Requirements
PC Type	IBM's PC-AT compatible machine loaded with one of the following operating systems.
Operating System	<ul style="list-style-type: none">• Windows Server 2003• Windows XP• Windows 2000 professional• Windows NT 4.0 workstation• Windows Me• Windows 98 <p>* Only English version Operating System is guaranteed.</p> <p>* Operation with Windows 98/Me upgraded from Windows 95/3.1 cannot be guaranteed.</p> <p>* Not compatible with command prompt of MS-DOS and Windows and DOS prompt.</p>
CPU and Memory	Depends on the operating system
Hard disk space	At least 40 MB free disk space
Interface port	Ethernet 10 Base-T, 100 Base-TX
Network Protocols	TCP/IP on Windows LPD(LPR), Port 9100 on Windows NT4.0 / 2000/ Server 2003 / XP
Browser	Internet Explorer 6.0 or later
CD-ROM	CD-ROM drive

Specifications

Internet Fax

Item	Requirements
E-mail communication protocol	SMTP, POP3
Original document size	Inch version: Letter (8.5" × 11") Metric version: A4 (210 × 297 mm)
Encoding method	MH, MR, MMR, JBIG
Standard	T.37
Halftones	256 levels
Data attachment format	TIFF or PDF

PC-FAX

Item	Requirements
Original document size	Inch version: Letter (8.5" × 11") Metric version: A4 (210 × 297 mm)
Encoding method	MH, MR, MMR, JBIG
Compatibility	Super G3
Transmission speed	33.6 Kbps
Halftones	128 levels
Cover page transmission	Available
F-code communication	Available
Reception routing	User ID / FAX / E-mail
Address book	Up to 2,000 destinations (with standard memory)

Network scanner

Item	Requirements
Original document size	Inch version: Letter (8½" × 11"), Legal (8½" × 14"), Half-letter (5½" × 8½") Metric version: A4 (210 × 297 mm), A5 (148 × 210 mm), F4 (216 × 356 mm)
Scanning resolution	Text, Photo&Text, Photo mode: 200, 300, 600 dpi Color mode: 100, 200, 300, 600 dpi
Halftones	256 levels
Data format	TIFF
Zoom	<ul style="list-style-type: none">• Preset ratios: Inch version: 50 %, 64 %, 78 %, 100 %, 129 %, 200 % Metric version: 50 %, 70 %, 81 %, 86 %, 100 %, 115 %, 122 %, 141 %, 200 %• Zoom range: ADF: 25 to 100 % Document glass: 25 to 400 %
Contrast	5 levels
TWAIN	Compatible

Network printer

Item	Requirements
Original document size	Letter, Legal, Half-letter (5½" × 8½"), A4, A5, A5 (148 × 210 mm), A6, F4 Exective, DL, Com#10, Monarch, 100 × 148 mm (3.9" × 5.8"), Custom size
Resolution	600 dpi
Print language	GDI
Print speed	13 ppm

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