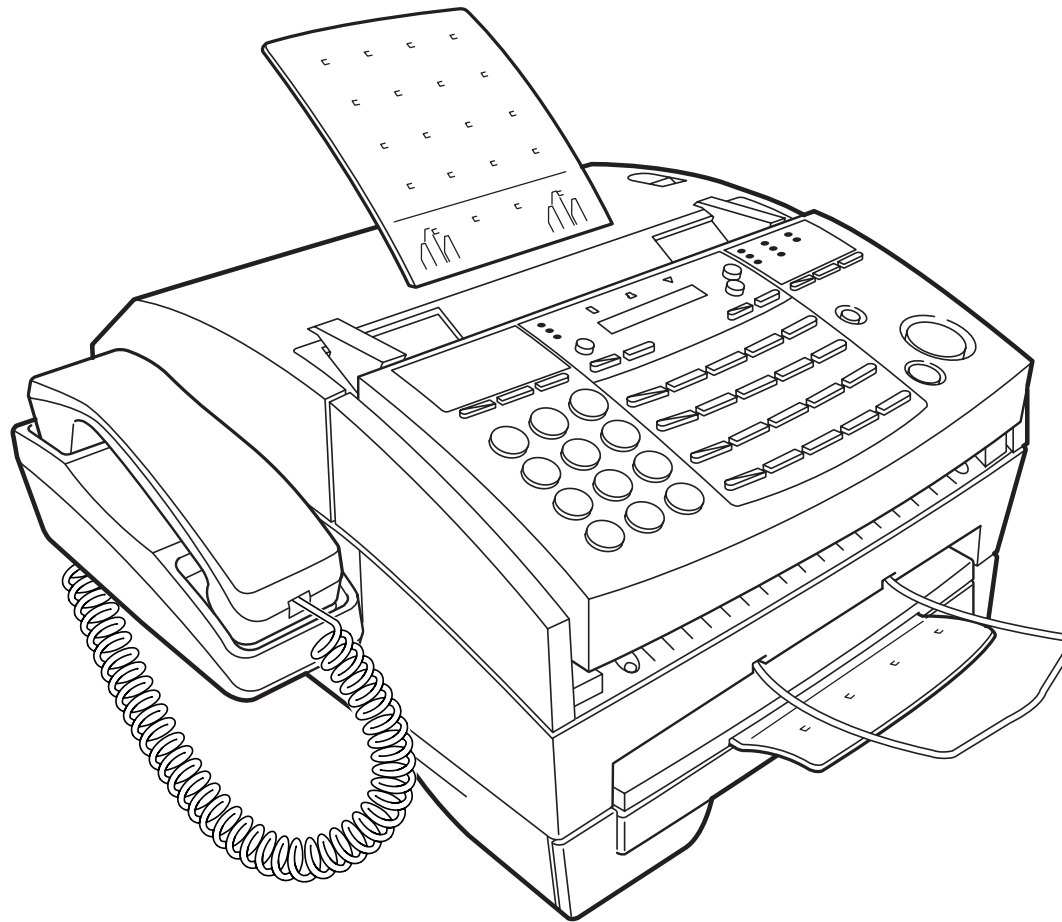


Operating Instructions

For Muratec's F-65 plain-paper fax machines



muratec[™]
The Fax Specialists.

Muratec F-65 Quick Reference Guide

One-Touch Keys

Press			To:	
Program	A	1	Enter	Enter a one-touch key
"	"	2	Enter	Erase a one-touch key
"	"	3	Enter	Print a list of one-touch keys

Speed-Dial Numbers

Program	B	1	Enter	Enter a speed dial number
"	"	2	Enter	Erase a speed dial number
"	"	3	Enter	Print a list of speed dial numbers

Programmable One-Touch Keys

Program	C	1	Enter	Enter a programmable key
"	"	2	Enter	Erase a programmable key
"	"	3	Enter	Print a list of programmable keys

Polling Documents

Program	D	1	Enter	Store a polling document
"	"	2	Enter	Erase a polling document
"	"	3	Enter	Print a polling document

F-Code Features

Program	E	1	Enter	Set up an F-Code box
"	"	2	Enter	Print a list of F-Code boxes
"	"	3	Enter	Print an F-Code document
"	"	4	Enter	Erase an F-Code box

Delayed Commands

Program	F	1	Enter	Print a list of delayed commands
"	"	2	Enter	Print a document in memory

Activity Journal and Reports

Program	G	1	Enter	Turn the journal printout on or off
"	"	2	Enter	Print a journal of activity
"	"	3	Enter	Set up the TCR

Cover Page

Program	H	1	Enter	Set up a cover page
"	"	2	Enter	Enter a cover page
"	"	3	Enter	Print a cover page

User Settings

Program	J	01	Enter	Review / change your scan settings
"	"	02	Enter	Review / change your print settings
"	"	03	Enter	Review / change your copy settings
"	"	04	Enter	Set paper size
"	"	05	Enter	Set the dialing pause
"	"	06	Enter	Set # of rings before auto answer
"	"	07	Enter	Set the redial
"	"	08	Enter	Select ECM mode
"	"	09	Enter	Set a passcode
"	"	10	Enter	Create a closed network
"	"	11	Enter	Block junk fax
"	"	12	Enter	Set service mode
"	"	13	Enter	Select memory transmission
"	"	14	Enter	Set silent mode
"	"	15	Enter	Protect passcode
"	"	16	Enter	Set operation protection
"	"	17	Enter	Set PIN mode
"	"	18	Enter	Set DRD operation
"	"	19	Enter	Select primary tel/fax
"	"	20	Enter	Print Caller ID
"	"	21	Enter	Print your fax setting

Security Operations

Program	K	1	Enter	Set security reception
"	"	2	Enter	Print memory reception document

PC-to-Fax Operations

Program	L	1	Enter	Begin a PC-to-Fax scan
"	"	2	Enter	Set RS-232C

(PC-to-fax functions require optional serial cable and software. See inside for details.)

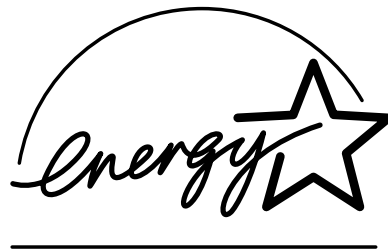
Muratec[™]
The Fax Specialists.

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



OMF65 Operating Instructions
MML item number: D82-90020-60
119820

Welcome ...



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

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Welcome to your Muratec fax machine!

We've divided these operating instructions into three sections.

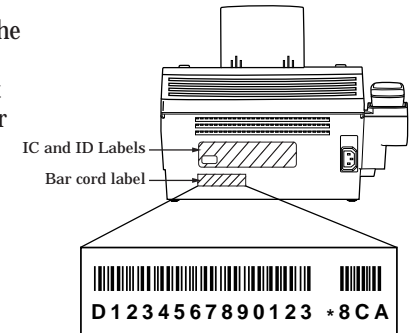
- **“Getting started”** (see page 1.1) covers only what you absolutely *have* to know to use your machine immediately.
- **“Beyond the basics”** (see page 2.1) provides more details. When you have time, look through it to learn more about your machine's many features, as well as fax in general.
- Finally, **“Just in case ...”** (see page 3.1) will help you decide what to do if you ever have a problem with your machine. It also tells you how to give it the kind of easy, sensible care that should help keep troubles to a minimum.

The next two pages show the entire contents of these instructions. Skim through them now if you'd like (they'll prove more helpful as time passes), or just go on past them to “Getting started” and, well, get started!

And thanks for choosing Muratec.

Find your serial number and write it down

Before you go any further, please note that your machine's *serial number* is located on the *bar code label* as shown on the drawing at right. Please write this number in the box at the bottom of the page before you set up your machine.



Close up, the bar code label looks something like this:

Important: This is *not* the exact number which appears on your machine's label. This only shows you how your label will look.

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

My machine's model number: F-65

My machine's serial number: _____

What's in these operating instructions

Note: Each section also contains its *own* (more abbreviated) table of contents, as well.

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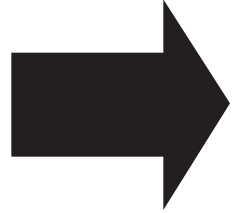
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Getting started



*A quick and friendly trip
through the basics
of your Muratec fax machine*

What's inside this section

A quick introduction to fax in general	1.1
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A quick introduction to fax

What's a fax document?

Simply put, a *fax document* is anything a fax user wants to fax to someone else. It can be just one page or as many pages as you need. It can be text, a drawing or even a photograph.

What's a fax number?

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

What are resolution and grayscale?

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

Resolution refers to the sharpness of a fax transmission. It's expressed in *lines per inch (lpi)*. There are three specific levels of resolution:

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

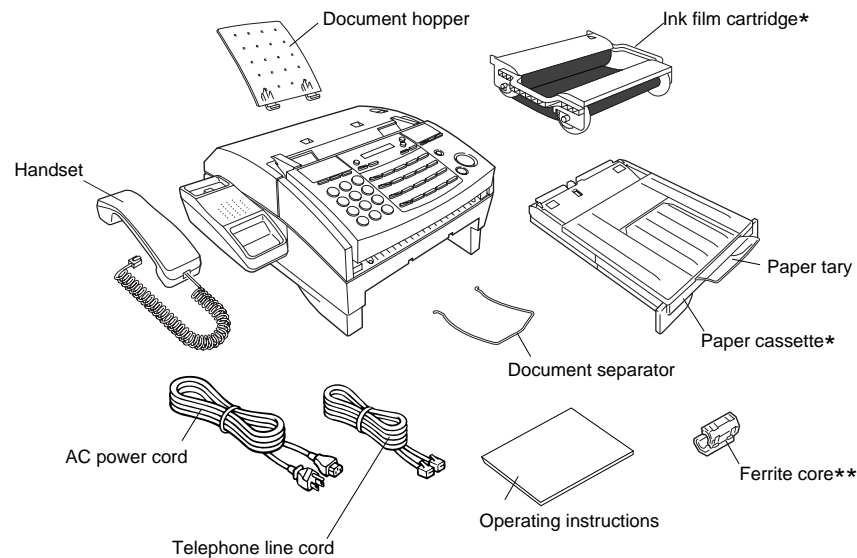
Grayscale levels — refers to the many shades of gray your fax machine sees on a document it's sending. It's likely most of your fax documents will be dark text on white paper. However, when you want to send photographs and other shaded items, you can set your fax machine to transmit in 64-scale grayscale.

So why not set your fax machine to use superfine or grayscale for all transmissions?

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

Take it out of the packaging

The drawing below shows what should be included in the packaging:



* These parts are installed in the fax machine.

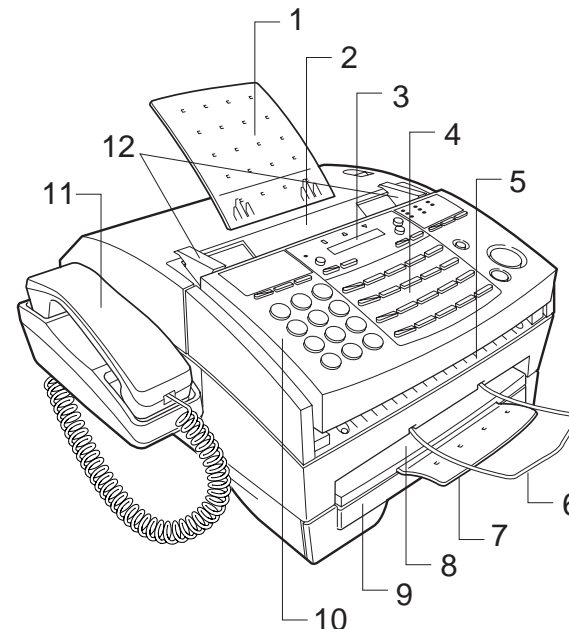
** This ferrite core will be used with an RS-232C cable if you decide to use the PC-FAX feature (see page 2.50). The RS-232C cable is not included with this fax machine.

Your fax machine comes with a pre-installed starter roll of ink film, which your machine uses to print received faxes and copies. This starter roll is only $\frac{1}{10}$ the size of a normal roll. Please obtain a full-size replacement roll from your authorized Muratec dealer.

For the best results and longest life from your fax machine, please use only Muratec-brand Ink Film, which is designed specifically for your model.

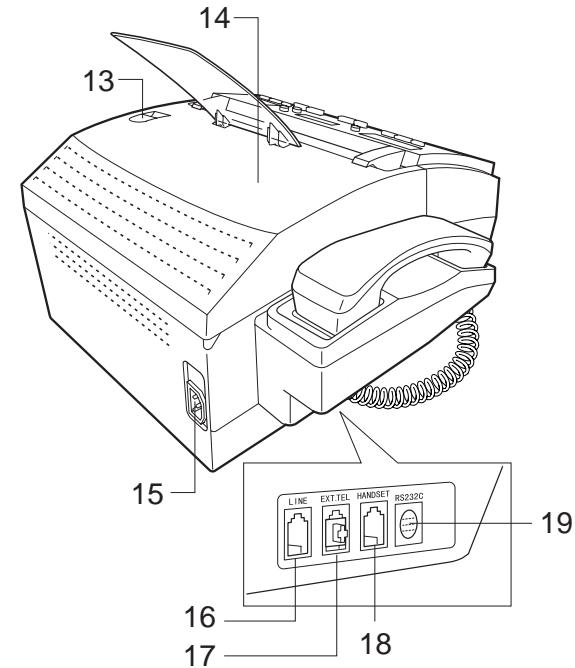
Save the packing materials for reshipment.

What are all the parts?



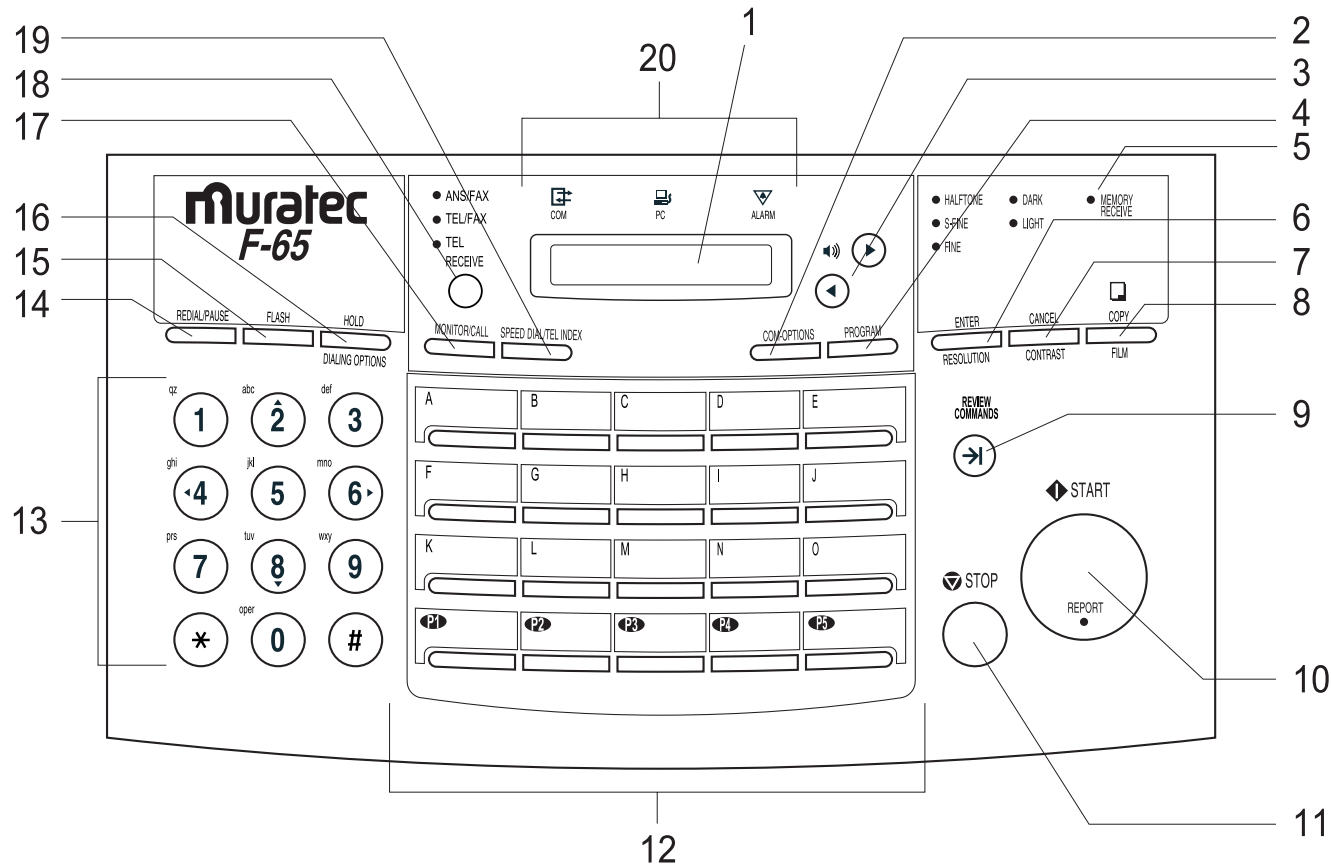
- 1 Document hopper** — Supports the original document for straighter feeding into the automatic document feeder (ADF).
- 2 Automatic document feeder (ADF)** — Place your original document for faxing or copying in this slot. It holds up to 30 letter-sized pages.
- 3 Liquid crystal display (LCD)** — This display (1-line \times 16-character) shows the machine's status. It also shows you the fax numbers any any other information you enter into the machine.
- 4 Control panel** — Use these keys to operate your machine. (See page 1.4 for more details.)
- 5 Original document exit** — Where the *original document* (what you put into the ADF for faxing or copying) comes out.

- 6 Document separator** — Helps your printed documents stack easily.
- 7 Paper tray** — Supports printed documents discharged from the printed document exit. You can also slide it out to allow for larger documents.
- 8 Printed document exit** — Where the *printout* (fax or copy) emerges.
- 9 Paper cassette** — Holds the recording paper. Stores up to 300-sheets, either letter- or legal-sized.
- 10 Control panel cover** — When opened, it provides access to original document. (To prevent damage to your machine, open this panel to remove any documents that have been partially fed into the machine.)
- 11 Handset** — A regular phone handset.
- 12 Document guides** — Adjust these to fit the width of the original document so it will feed properly into the ADF.



- 13 Top cover release** — Push this to open the *top cover* (see next item).
- 14 Top cover** — Opens for easy access to the inside of the machine for replacing ink film or fixing occasional paper jams.
- 15 AC power jack** — Where you plug in the AC power cord.
- 16 LINE jack** — Where you plug in the *telephone line cord*. (The other end of the cord plugs into the telephone jack in the wall.)
- 17 EXT. TEL jack** — If you connect a second telephone or answering machine to your machine, this is where you plug in the cord.
- 18 HANDSET jack** — Where you plug in your fax machine's handset. One end of the curled handset cord goes into the HANDSET jack on your fax machine. The other end of the curled cord plugs into the handset itself.
- 19 RS-232c jack** — Use this for the PC-FAX feature. If you want to use the PC-FAX feature, you will need the RS-232C cable and software. (See page 2.50 for more information.)

What do the keys do?





Important: Some of the functions we'll mention, here, are covered in the "Beyond the basics" section, which begins on page 2.1.

- 1 Liquid crystal display (LCD)** — The display (1-line × 16-character) which shows the machine's status and lets you see what you're entering during various operations. (If the LCD is blank, the machine is off.)
- 2 COM-OPTIONS** — Use this key to choose from among six fax options: *Broadcast, delayed transmission, relay broadcast initiation, polling, F-code transmission or F-code polling.*
- 3 ◀ and ▶** — Use these keys to scroll through features and command options as displayed on the LCD.

- 4 PROGRAM** — Press this key and enter a function number to access your machine's programs.
- 5 MEMORY RECEIVE light** — If glowing, indicates your fax machine is receiving an incoming fax document into the machine's electronic *memory*.
- 6 ENTER** — ENTER is a "Go!" key. When pressed, it confirms user settings, begins operations and moves through command levels.

RESOLUTION — When a document is in the document feeder, press this key to toggle among the three resolution modes and the *halftone (grayscale)* mode. When neither the **S-FINE**, **FINE** nor **HALFTONE** LED (light-emitting diode) is glowing, your machine is set for normal resolution.

- 7 CANCEL** — Press this key to delete characters on the LCD and cancel commands you have entered into the machine.
- CONTRAST** — When a document is in the document feeder, press this key to toggle among normal, dark or light *contrast* settings. When neither the **DARK** nor **LIGHT LED** (light-emitting diode) is glowing, your machine is set for normal contrast.
- 8 COPY** — When a document is in the document feeder, press this key to make copies of a document.
- FILM** — When the machine is in standby mode and there is no document in the document feeder, press this key to indicate the amount of ink film remaining in the machine.
- Note:** If using the pre-installed starter roll of ink film, the counter will not accurately show the amount of ink film left in the roll.
-  = The ink film is full.
-  = Your machine is almost out of ink film.
- 9 REVIEW COMMANDS** — Press this key to *review* pending fax commands or view a brief description of delayed commands.
- 10 START** — Press this key to begin a manual fax transmission or reception.
- REPORT** — If the **REPORT light** is glowing, your fax machine will print a transmit confirmation report (TCR). You can override the default report setting one transmission at a time by pressing the **START** key. After completing the communication, your machine will return to your default TCR print setting. (See page 2.46 for more information.)
- 11 STOP** — An all-purpose “Whoa!” key. Stops the current operation and ejects a document from the document feeder.
- 12 One-touch keys** — The keys labeled **A - O** offer one-touch dialing convenience. You also can use the keys labeled **P1-P5** for *programmable functions*: With the se five program keys, you can teach your machine an advanced multi-step function just once, then recall the function at any time by pressing one of these keys.
- 13 Numeric keypad** — Just like the numeric keys on a regular telephone. In addition to using these keys to dial phone and fax numbers, you can also use these keys to enter settings for your fax machine.
- 14 REDIAL / PAUSE** — *Redials* the last number you dialed. In certain operations, it also produces a special *pause* character which can be useful when dialing long-distance numbers.

- 15 FLASH** — Press this key to quickly disconnect from one call and go right to the next one without having to hang up the handset. Also, press this key to exchange from PABX to PSTN.
- 16 HOLD** — Press this key to either place a call *on hold* or take it *off hold*.
- DIALING OPTIONS** — Press this to insert special symbols into telephone numbers (see page 2.7).
- 17 MONITOR / CALL** — During *on-hook dialing*, pressing this key turns the *monitor speaker* off or on. When you’re sending a fax, this key activates the *call request* feature.
- 18 RECEIVE** — Press this key repeatedly to select the receive mode for your fax machine. A glowing LED indicates the current receive mode. When neither the **TEL, TEL/FAX** nor **ANS/FAX LED** is glowing, the machine is set for the “Fax ready” mode.
- 19 SPEED DIAL / TEL INDEX** — Press this key to begin a *speed-dialing* operation. This key can also be used to display *one-touch* and speed-dial entries sorted alphanumerically, as in a telephone directory.

20 Status indication lights



COMMUNICATION light — If glowing, advises you the fax machine is communicating with another one.



PC light — If glowing, indicates your fax machine is ready to communicate using the PC-FAX feature (see page 2.50).



ALARM light — If glowing, indicates a problem has occurred during fax communication. It’s also accompanied by several beeps immediately after the problem occurs. The light stays on until the machine prints a *Check Message* report.

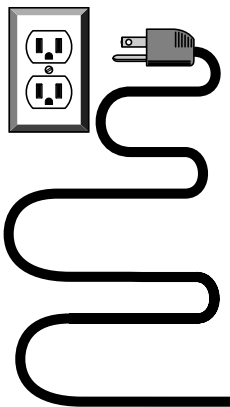
Setting up

Pick an installation spot *first*

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

- **Clean** — Dust buildup can damage your machine.
- **In the open** — Allow at least 12 inches of clearance around your machine. *Never cover* the machine. Its vents must be able to “breathe.”
- **Away from direct sunlight** — This helps avoid overheating.
- **Dry** — Avoid any location where splatters or sprays of liquid could reach your fax machine.
- **Level, and vibration-free.**
- **Near a phone jack** — Your fax machine uses a standard telephone jack, also known as an *RJ-11*.
- **Near an AC power outlet** — Allow plenty of slack for your fax machine’s power cord. It should never be stretch to its 5-foot limit.

Power tips



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

Note: To turn off the power to your fax machine, you have to unplug the power cord from the wall socket or remove the power cord from the rear of the machine. For convenience, install the fax machine so that there is easy access to the power outlet.

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

Power consumption:

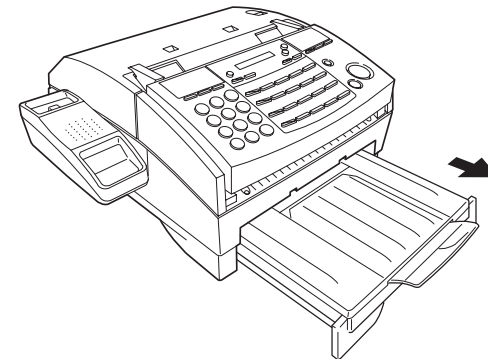
	Standby	Transmission	Reception	Copying	Maximum
	7.1W	18.6W	29.5W	35.2W	136.7W

Loading paper

You can use either letter-sized (8.5" × 11") or legal-sized (8.5" × 14") paper in your fax machine. But **do not** mix the paper sizes together in the same tray.

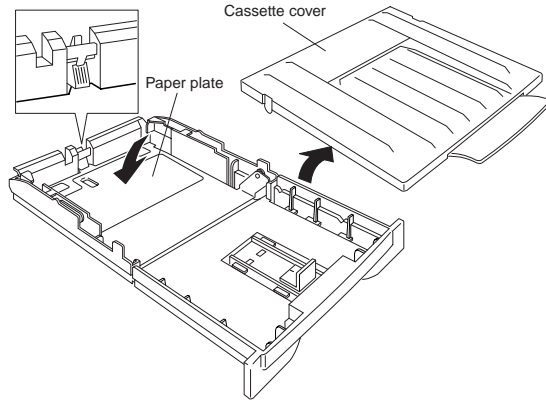
The paper cassette holds up to 300 sheets of letter-sized paper.

- 1 Pull forward on the *paper cassette* to slide it out.

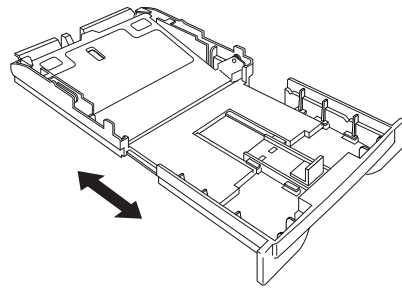


2 Take off the cover.

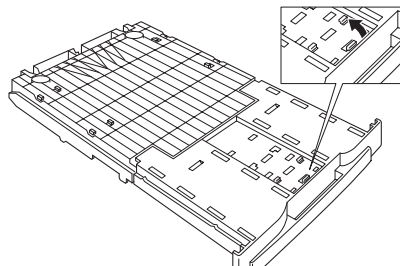
3 Push the paper plate down until it locks into position.



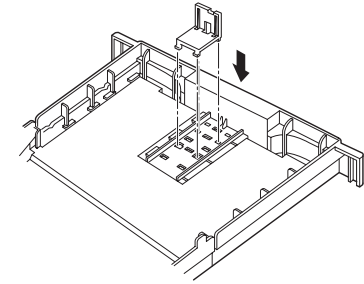
4 Adjust the paper setting to the letter or legal position depending upon the size you are using. When you use legal-sized paper, pull the front part of the cassette toward you.



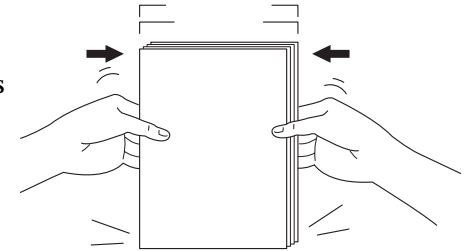
5 Turn the paper cassette upside down. Remove the paper guide.



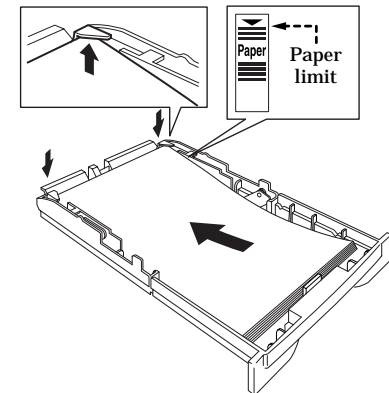
6 Insert the paper guide into the holes corresponding to the paper size you are installing.



7 Before you load paper into the paper cassette, tap the ends of the stack to make sure the edges and sides of the stack are even.



8 Insert up to 300 sheets of plain paper face down into the paper cassette, placing the edges of the top sheet under the metal tabs on the right and left side of the paper cassette. Do not stack the paper above the paper level indicator located on the inside of the paper cassette.

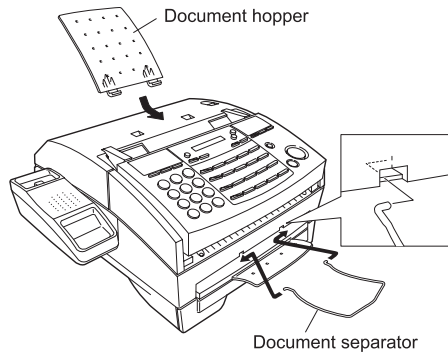


9 Put the cover back on the paper cassette.

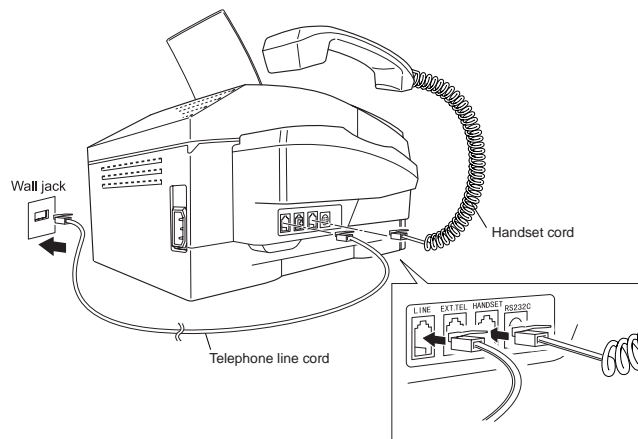
10 Slide the paper cassette closed. You will feel a click when it's properly in place.

Attaching the paper-handling parts

- 1 Attach the document hopper by inserting its two *pegs* at a slightly upward angle into the appropriate holes.
- 2 Attach the document separator into the appropriate holes, as shown.

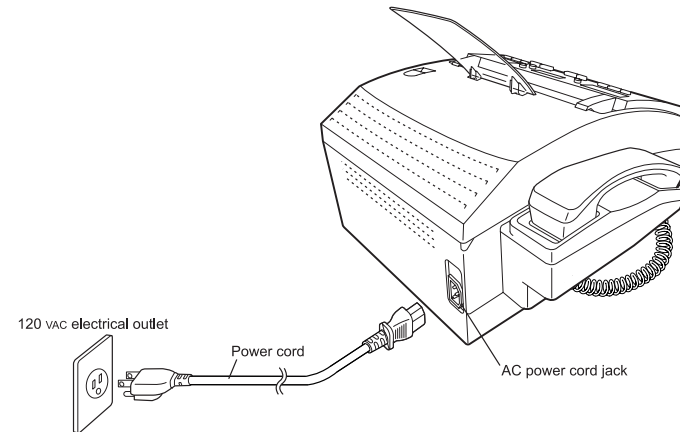


Plug in and power up



- 1 Plug one end of the curled handset cord into the **HANDSET** jack on the left side of your machine.
- 2 Plug the other end of the handset cord into the handset.
- 3 Place the telephone handset onto the handset cradle.
- 4 Plug one end of the telephone line cord into the **LINE** jack on the left side of your machine. Plug the other end of the telephone line cord into a standard telephone wall jack, just as you would plug in a phone.

- 5 Plug the *non-pronged* end of the *AC power cord* into the *AC power cord jack* on the rear side of the machine.



- 6 Plug the *pronged* end of the *AC power cord* into a 120 VAC electrical outlet (use a surge suppressor, as mentioned on page 1.6).

Note: This will turn on your fax machine.

When you connect the power, the LCD will show:

01/01/1999 0:00 (Day/Month/Year Time)

When the date and time are displayed on the LCD, the fax machine is in the normal standby mode and ready for normal operation. If the machine beeps, the **ALARM** light glows and the LCD shows an error message, this means there is a problem. If this happens, consult "Just in case....," beginning on page 3.1.

Setting the paper size

Your machine's paper cassette can hold either letter- or legal-sized paper. All you have to do is tell the machine which size the cassette is using.

Important: If you use a different size from the one you set here, the machine will not print. Change this setting whenever you load a different size.

- 1 Press **PROGRAM, J, 0, 4, ENTER**. The LCD shows the current paper size setting:

PaperSize:Letter

If the setting you see is acceptable, skip to step 3.
If not, go on to step 2.

- 2** To change the setting, press ◀ or ▶ once or twice until the paper size you are loading appears. In this example, we chose legal-sized paper.

PaperSize:Legal

- 3** Press ENTER to save the setting.

Adjust the monitor speaker's volume

To adjust the volume of the monitor speaker:

Note: You cannot set the volume of the monitor while the fax machine is communicating.

- 1** Press MONITOR / CALL on the control panel. You now should hear a dial tone, and the display will show:

** Tel Mode **

Important: If you don't hear a dial tone, make sure your fax machine is plugged into a working phone line.

- 2** If the volume you hear is satisfactory, skip to step 4. If not, go on to step 3.
- 3** Adjust the volume as you wish: To turn the volume up, press ▶. To turn the volume down, press ◀. The LCD indicates the volume. The possible settings are:

Volume: ■■■■■■ = Loudest setting.

Volume: ■■■■ = Medium setting.

Volume: ■■ = Lowest setting.

- 4** Press MONITOR/CALL again to hang up.

Installing / Changing the Ink Film

Note: Your fax machine can't print without ink film. If it runs out of ink film, the machine beeps and displays:

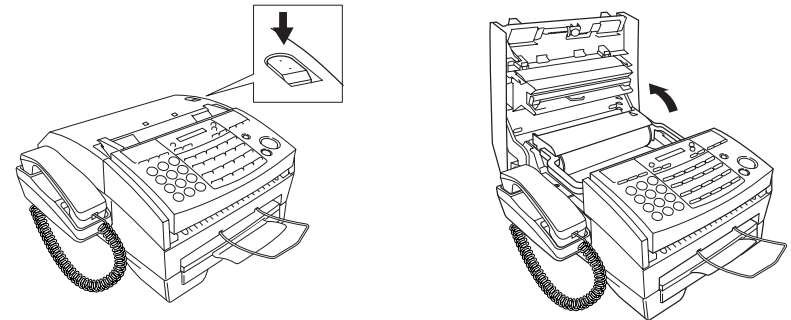
Check Ink Film

Your fax machine uses Muratec's *Film Imaging system* to provide high-quality fax printouts and copies on plain paper. Film Imaging uses only clean, easy-to-handle and easy-to-load *ink film*.

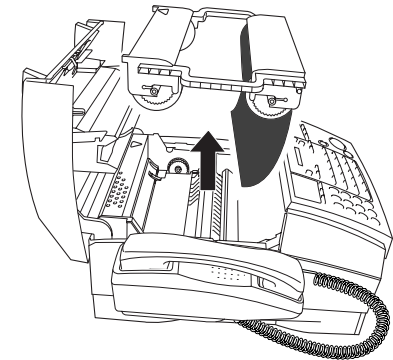
Note: The pre-installed starter roll of ink film is only $\frac{1}{10}$ the size of a normal roll. Please obtain a full-size replacement roll from your authorized Muratec dealer, or call 1-800-543-4636 toll-free. *For the best results and longest life from your fax machine, please use only Muratec-brand ink film, which is designed specifically for your fax model.*

To change the ink film:

- 1 Remove the document hopper, if necessary.
- 2 Press the top cover release to open the top cover of the fax machine.



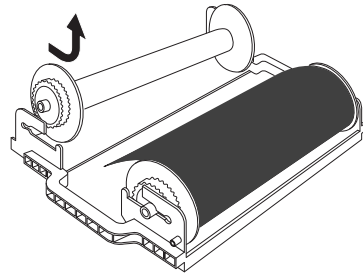
- 3 Grab the handles on each side of the ink film cartridge, and lift the cartridge straight up out of the machine.



Getting started

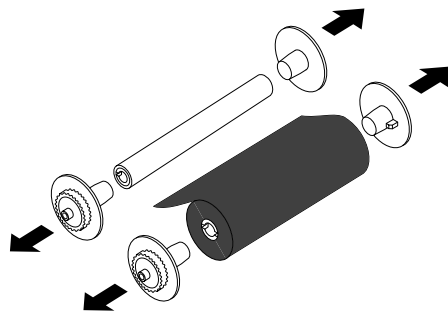
4 Turn the ink film cartridge over and rest it upside down on its handles.

5 Grasp the cartridge frame firmly and slide out the ink film rolls from the cartridge.



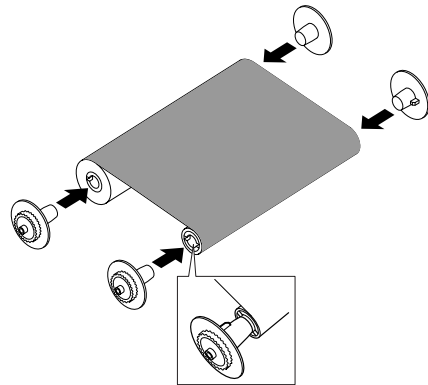
6 Remove the gears from the ends of the used film rolls.

Note: Please dispose of the used rolls properly.

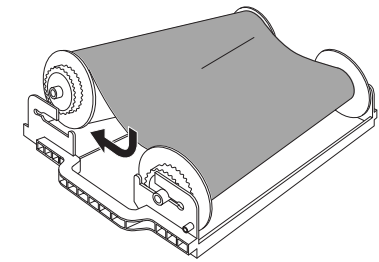


7 Remove the new ink film roll from its packing.

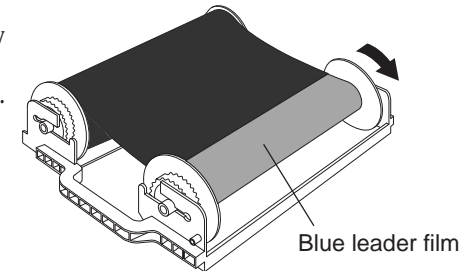
8 Insert the gears into the ends of the new ink film rolls, making sure to align the *tab* on the gears with the *slot* on the ends of ink film rolls.



9 Snap the new rolls into the ink film cartridge. The ink film cartridge includes illustrations to help you correctly install the rolls.



10 Turn the rolls as shown until only the black ink film — and none of the blue leader film — is showing. You cannot print with the blue leader film.



11 Now you are ready to put the cartridge back in the machine. Turn the cartridge right-side up again and position the cartridge so that its arrow mark is over the machine's arrow mark.

Note: The supply roll should be in the front of the machine.

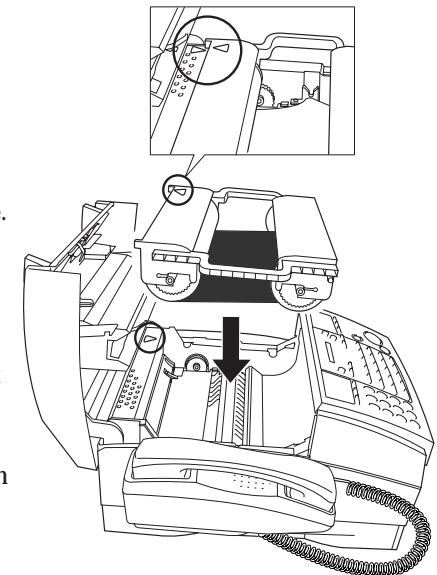
Gently put the cartridge back into the machine. If you position it correctly, it will “drop” in smoothly.

Note: If the cartridge isn't inserted properly, your fax machine won't work.

12 Close the top cover of your fax machine. You will feel a click when it's closed.

Note: Your fax machine won't work if the top cover isn't closed.

13 Re-attach the document hopper, if you removed it in step 1.



When you install a new ink film

Important: Use this setting *only* when you are installing a new ink film. Your fax machine indicates the ink film remaining by pressing **FILM** (see page 1.5) to let you know when it needs to be replaced. So, whenever you install a new ink film, you must “notify” the machine by *resetting the film counter*.

To reset the film counter:

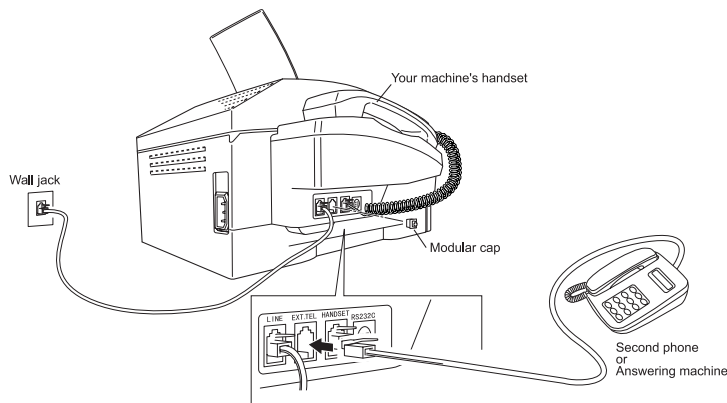
Make sure there is no document in the feeder, and then press **FILM**, **CANCEL**, **CANCEL** to reset the film counter.

Attaching a second phone or an answering machine

It's easy to attach a second phone or answering machine to your fax machine. If you do this, only your fax machine connects to the phone outlet in the wall. The other device receives phone signals through your fax machine.

To attach a second phone or answering machine:

- 1** If your second phone or answering machine is already plugged into a phone jack in the wall, disconnect it from that jack. *Hold onto the phone plug; you will need it in step 2.*
- 2** Remove the modular cap on your fax machine. Then plug the line you disconnected from the wall jack in step 1 into the **EXT. TEL** jack on the left side of your fax machine.



For information on how to use either an answering machine or second telephone with your fax machine, see “Receiving faxes,” beginning on page 1.21.

Installation complete!
Now, see how our EasyStart feature will have you up and running within just minutes.

Operating Tips

Before using your fax machine, make sure you understand its basic operation.

To press: 0 (zero), 1, 2, 3, 4, 5, 6, 7, 8, 9, # or *

Use: The numeric keypad.

Tip: *At no time within this manual will we refer to the letters printed below the numeric keys, such as the letters abc found on the 2 key. These letters are there only for your convenience when using your fax machine as a telephone.*

To press: A, B, C, D or any other letter key

Use: The one-touch key by that name.

Tip: *Don't confuse the zero (0) with a letter o.*

Here's an example. If we say “press **PROGRAM**, **J**, **ENTER**, **0**, **8**, **ENTER**” ...

... you'd press **PROGRAM**
 ... then **J**
 ... then **ENTER**
 ... then **0** (the numeric key zero)
 ... then **8**
 ... and **ENTER**

Important: Do not enter commas or periods. Those characters appear in the instructions for separation purposes only, and should not be entered from your control panel.

There *is* a function which requires commas, but we'll explain later how to enter them into your fax machine.

EasyStart

EasyStart is already installed on your fax machine. Use it to guide you in entering the bare-bones settings required for normal operation. If necessary, you can always make changes to these settings later.

Important: Before beginning EasyStart, be sure you have correctly installed your machine and loaded paper into it (see “Setting up,” beginning on page 1.6).

Clearing settings before beginning

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

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

To clear the machine’s memory:

- 1 Press **PROGRAM**, *, **2**, **ENTER**. The LCD now asks whether you are sure about clearing the memory:

Check Prog/Enter

Note: If you *don’t* want to proceed, just press **PROGRAM** or **STOP**.

- 2 If you *are* sure, press **ENTER** to clear the memory.

What do you want to do?

Please determine the following before you proceed:

- 1 **The type of dialing** your telephone system requires — Select either *tone* or *pulse* (rotary) dialing.
- 2 **The name and fax number you want to appear on your faxes** — Every fax page you send will arrive at the receiving machine with a single line of text at the very top of the page, and will include a name and a fax number. This name cannot be longer than 22 *characters*.

Note: The fax industry term for this text is *Transmit Terminal Identifier (TTI)*.

Using EasyStart to enter initial settings

Important: If you press **STOP** during EasyStart, your fax machine will return to *standby mode* (its normal condition) but will retain the settings you saved by pressing **ENTER** as described in these instructions.

- 1 Press **PROGRAM**, **I**.

User Install

- 2 Press **ENTER**.
The LCD displays the current setting of the fax’s built-in calendar/clock, with a blinking *cursor* appearing over the first digit.

‘99 01/01 00:00

Note: Throughout these instructions, we will show the cursor as an *underline*. However, it *really* appears on the LCD as a blinking box over the character.

- 3 Use the numeric keypad to enter the *correct date and time*, using a *YYMMDD* format for the *date* and *24-hour* (“military”) format for the *time*.
For example, to set 8:30 PM on September 11, 1999, press **9 9 0 9 1 1 2 0 3 0**, which results in the following:

‘99 09/11 20:30 (Year, Day/Month, Time)

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

To change only one digit, press ◀ to move the cursor to the left, or ▶ to move it to the right, to the digit you want to change. Then enter the correct digit.

- 4 Press **ENTER** to save the clock setting and continue EasyStart.
- 5 The LCD now asks you to enter your fax number as you want it to appear on other fax machines’ displays or printouts. The fax industry term for this number is **Subscriber ID**.
The LCD shows briefly:

Your Fax Number

then it will show:

Use the numeric keypad to enter your fax number. To put in a dash for easier reading, press **DIALING OPTIONS** once. The number may contain up to 20 characters (numbers and dashes).

972-555-5525_

Note: If you make a mistake, press **CANCEL** to erase to the left. Or, if you want to change just one character in the number, press **◀** to move the cursor to the left, or **▶** to move it to the right, to the character you want to change. Press **CANCEL** to erase it. Then re-enter it until the fax number is just as you want it.

6 Press **ENTER** to save the number.

7 The LCD now asks you to enter the name you want to appear at the top of faxes you send. The fax industry term for this name is *TI*. The LCD shows briefly:

Your Name

then it will show the *character set* available, such as:

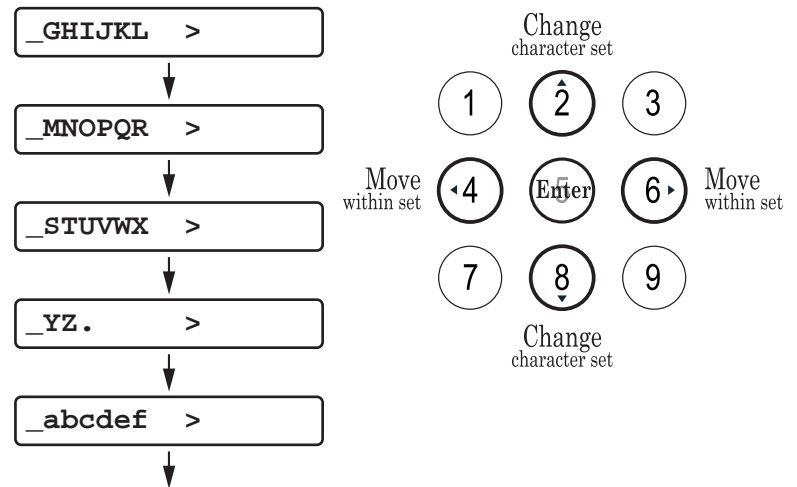
_ABCDEF >

Use the numeric keypad to enter a name up to 22 characters in length.

If you need to insert a space in the name, one can be found before and after each set of characters.

To find a different set of characters, press **2** or **8** repeatedly to scroll through character sets until you see the one you want.

For example, pressing **8** several times would show these displays:

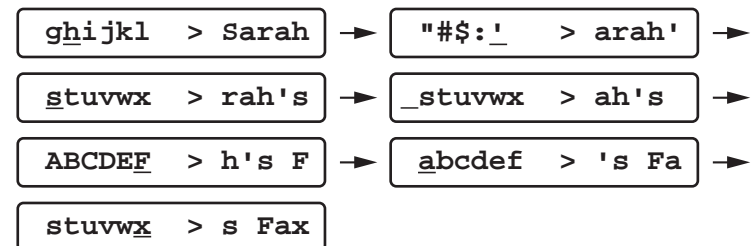


When you see the character you want:

- Press either **4** or **6** to move the cursor to the character you want.
- Then press **5** to enter that character and move on to the next entry.

Note: If you make a mistake, just press **CANCEL** to erase to the left. Then continue to enter the character(s) you want.

Note: As you enter characters, the LCD will scroll to the left so you can view entries longer than five characters — for example, *Sarah's fax*:



8 When the name is as you want it, press **ENTER** to save it and continue.

9 The LCD now indicates the type of dialing, *tone* or *pulse*, that is set for your fax machine:

Phone Type:Tone

If the setting you see is acceptable, skip to step 11. If not, go on to step 10.

Getting started

- 10** To change the setting, press ◀ or ▶ once or twice until the mode you want appears. Here, we changed the setting to *Pulse* mode:

Phone Type:Pulse

- 11** Press ENTER to save the setting.

**** Complete ****

All done!

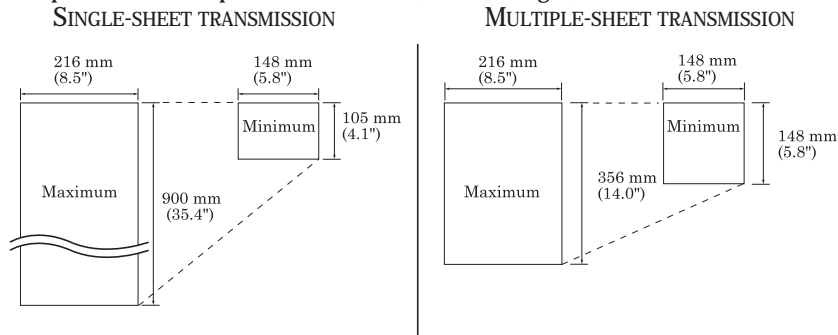
Sending faxes

Some guidelines

How big — and small — your pages can be

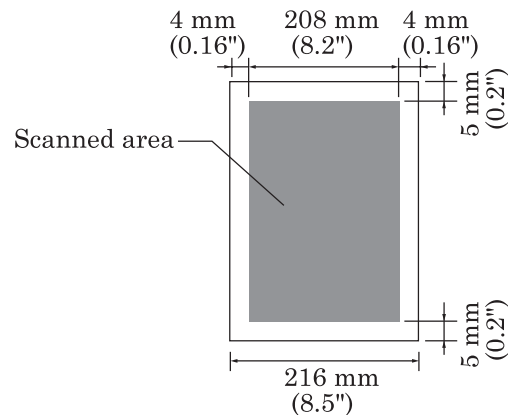
You can fax a piece of paper as small as a notepad sheet or nearly 3 feet long!

To be precise, the acceptable dimensions (width × length) are:



Document thickness: 0.06 to 0.13 mm

Note: The maximum width of the scanned area is 8.2 inches. This means there will be a 0.16-inch margin on each side of the page that your fax machine will *not* scan.



Things *not* to put in your fax

To avoid paper jams and damage to your machine, **do not insert:**

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

Some thoughts on resolution, grayscale and contrast

Reviewing resolution and grayscale

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

Note: If you send a fax in superfine, there are some machines that receive it only in fine mode. However, you can send a fax in grayscale mode to virtually *any* fax machine currently in use.

- HALFTONE
- S-FINE
- ✱ FINE

ENTER
RESOLUTION

To change the resolution setting, press **RESOLUTION** repeatedly. As noted above, if neither the **FINE**, **S-FINE** nor **HALFTONE** LED (light-emitting diode) is glowing, your fax is set for normal resolution. Otherwise, a glowing LED indicates the fax is using that setting. For example, in the drawing (left), the machine is set for fine resolution.

Getting started


Contrast

Setting the contrast allows you to compensate for any excessive lightness or darkness in the documents you send or copy.

You have three choices:

- **Normal** — Suited to most documents.
- **Light** — Lightens up overly dark, “muddy” original documents.
- **Dark** — Darkens weak, “washed-out” images.

Note: To avoid confusion, remember that the **LIGHT** contrast setting lightens and **DARK** contrast setting darkens.

 To change the resolution, press **CONTRAST** repeatedly. A glowing LED (light-emitting diode) indicates the fax is using that setting. For example, in the drawing at left, the machine is set for dark contrast. If neither the **LIGHT** nor **DARK** LED is glowing, your fax is set for normal contrast.



Entering a pause character when dialing

Some long-distance systems require dialing pauses, and pauses may also be required when dialing through special telephone exchanges.

To insert a *pause* character, just press **REDIAL/PAUSE** after you have dialed at least one other character. The pause character (-/) will appear on the display.

Each pause entered lasts for a factory-set five seconds, but can be changed to last for as long as 10 seconds. (See “Changing the pause length,” to change this setting.)

For example, assuming the pause is at the factory setting, pressing **9**, **REDIAL/PAUSE**, **1972552009** dials *9 [5-second pause] 1 9 7 2 5 5 2 0 0 9*.

Important: Each pause uses *two* of the characters you are allowed in a number.

Changing the pause length

The pause is set by the factory to last five seconds, but you can set it to last as long as ten seconds if necessary. If you find the five-second pause satisfactory with your phone system, do not make this change. But if want to change it:

- 1 Press **PROGRAM**, **J**, **0**, **5**.

Set DialingPause

- 2 Press **ENTER**.

Time (05-10): 05

If the setting you see is acceptable, skip to step 4. If not, go on to step 3.

- 3 Use the numeric keypad to enter the length you want for the dialing pause. You can choose between five and 10 seconds. Here, we chose nine seconds.

Time (05-10): 09

Note: The length setting requires two digits. Always enter a leading zero for lengths other than 10 seconds.

- 4 Press **ENTER** to save the setting.

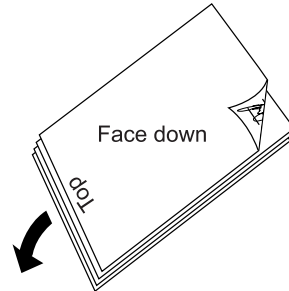
Potential problems with call-waiting and voice mail

Telephone call-waiting signals can stop fax transmission and reception. And any service — such as voice mail — which may intercept your calls can keep your fax machine from getting fax calls.

If you must use only one phone line for both your phone and fax, consult your telephone company for information on how you can temporarily disable call-waiting or voice mail while using the fax machine.

How to insert a document

- 1 Adjust the document guides by sliding them to the left or right to fit the document(s) you are faxing. Your fax machine's *automatic document feeder* (ADF) will hold up to 30 pages.
- 2 If you are sending a multi-page document, "fan" the pages slightly. The first sheet should extend just slightly from the others.
- 3 Insert the document **face down**. The fax machine will "grab" the first page of the document and position it for faxing. If needed, readjust the document guides for the best fit.



The LCD now shows the amount of memory available:

Doc. Ready 100%

Note: If the fax is set for non-memory transmission, the amount of memory available is not shown:

Doc. Ready

Using memory transmission

Your fax machine has a great memory! Take advantage of it, and you *could*:

Save Time. By using your fax machine's memory, you won't have to wait for your machine while it completes the transmission. Simply scan your document into your fax machine's memory, and you can walk away with your original in hand.

Save Money. Here's a real money-saver on long-distance fax calls: if you're transmitting to another memory-equipped Muratec fax machine, your machine will send the document directly into the other machine's memory and hang up! (The receiving machine then prints out your message from *its* memory after the call has ended.) This cuts your actual on-line time to a minimum.

Save Even More Money. Set up a *delayed command* (see pages 2.14–2.15) to send your document to that other Muratec fax machine after hours, and you can save more money, because the line charges will be cheaper.

You can set your fax to always transmit from memory as a default.

Note: Although it's *probably* best to transmit from memory, please note there are some documents that use up memory more quickly than others. They include documents with many pages and documents with a lot of dark areas, since darker pages create more data for your fax machine to "remember" and send. *When the machine's memory supply is full, it can transmit only through the document feeder.*

To make memory transmission the default:

- 1 Press PROGRAM, J, 1, 3.

Set Memory Tx

- 2 Press ENTER.

Memory Tx : On

If the setting you see is acceptable, skip to step 4. If not, go on to step 3.

- 3 To change the setting, press ◀ or ▶ once or twice until the mode you want appears. In this example, we chose *Off*.

Memory Tx : Off

- 4 Press ENTER to save the setting.

Sending

Here's how to fax a document:

- 1 *Insert the document.*

When a document is in the feeder, the LCD will show:

Doc. Ready 100%

Note: If the fax is set for non-memory transmission, the amount of available memory is not shown.

- 2 *Adjust resolution and contrast if necessary.* If these are OK, skip to step 3. Otherwise, press RESOLUTION to change the resolution and/or press CONTRAST to change the contrast.

- 3** *Dial the fax number.*
- Enter the fax number by using the numeric keypad and then press **START**.
... or ...
 - Use *one-touch* dialing (see page 2.8).
... or ...
 - Use *speed-dial* dialing (see page 2.10).
... or ...
 - Use the *EasyDail* directory (see page 2.13).

- 4** Now, everything is up to the machines — yours and the one you are dialing.
- If you set the fax to transmit from memory, your machine will first scan the document into memory, then dial the other fax. When it makes contact, your machine transmits the stored document from memory.
 - If the fax is set for non-memory transmission, your machine simply dials the other fax. When it makes contact, your machine feeds the document through, scanning and transmitting it as it goes.

Note: The more “stuff”, or *black coverage*, your machine “sees” on a page, the more slowly the page scans it. Even if the page is relatively clean, sending it in grayscale mode or certain resolution settings makes your machine “see” more “stuff”.
The same is true if you set the contrast to Dark.

Note: What if the call fails? See “If the call doesn’t go through: redialing,” next page.

Important: If you want to *cancel* a transmission in progress, you will need to use the *Review Commands* function.
See “Canceling sending a document,” page 1.20.

- 5** At the end of the operation, your fax machine beeps and displays:

**** Complete ****

Sending a fax with a handset or on-hook dialing (Manual sending)

You also can fax a document by dialing using either the handset or the monitor speaker. This is called “on-hook” dialing.

Here’s how:

- 1** *Insert the document.*
- 2** *Adjust resolution and contrast if necessary.* If these are OK, skip to step 3. If not, press **RESOLUTION** to change the resolution and/or press **CONTRAST** to change the contrast.

- 3** *Obtain a dial tone.* You can do this by *either*:

- Lifting a handset.
... or ...
- Activating the monitor speaker (by pressing **MONITOR/CALL**)

In either case, the LCD shows:

**** Tel Mode ****

- 4** *Enter the fax number* by using the numeric keypad.

919725552009_

Enter access codes along with the number, just as for a regular phone call.

- 5** *When you hear fax tones from the remote unit, press START.*
The LCD will show:

Transmit

Note: If a person answers the phone, use the handset to tell that person you are sending a fax. When his/her machine sends you fax tones, *then* press **START**.

- 6** If you are using the handset, hang up after pressing **START**.

- 7** At the end of the operation, your fax machine beeps and displays:

**** Complete ****

If the call doesn't go through: redialing

Automatic redialing

If you dialed *without* using either the monitor speaker or the handset and the fax call fails, your machine automatically *redials* the call.

While your machine is waiting to redial, the LCD shows:

Auto Redial

While in this *Auto Redial mode*, the machine can receive faxes and make as many as 30 fax transmissions.

Your fax will continue to redial the number every few minutes until one of these happens first:

- It reaches the remote fax machine.
- It has automatically redialed the number for the last try (again, see "Making redial settings," next column).

Notes: If the last try fails, your machine may print (and/or display) error messages. For more information, see pages 3.4-3.7.

Note: If you used either the speaker or a handset, redial manually (see below).

Redialing manually

You can always redial fax or voice calls manually. And if you dialed using the monitor speaker or the handset, you *must* redial manually.

To redial a fax call manually *without* using the monitor speaker or the handset:

- 1** Make sure the document is in the feeder and that the resolution and contrast are set as you want it.
- 2** Press **REDIAL/PAUSE, START**.

To redial a fax call manually by using the monitor speaker or the handset:

- 1** Make sure the document is in the feeder and that the resolution and contrast are set as you want it.
- 2** Press either **MONITOR/CALL** or lift the handset to get a dial tone.
- 3** Press **REDIAL/PAUSE**.
- 4** *When you hear fax tones from the remote unit, press START.*

Note: If a person answers the phone, use the handset to tell that person you are sending a fax. When his/her machine sends you fax tones, *then* press **START**.

To redial a voice call manually by using the handset:

- 1** Lift the handset to get a dial tone. Make sure there is not document in the document feeder.
- 2** Press **REDIAL/PAUSE**. When the other person answers, speak to him/her on the handset.

Setting the redial

You can determine how many times the fax redials a number and how long it waits during redials (this is called the redial interval). To set the redial:

- 1** Press **PROGRAM, J, 0, 7, ENTER**. The LCD shows briefly:

Set # Of Redial

then it shows:

(02-15): 02

If the number of redialing attempts you see is acceptable, skip to step 3. If not, go on to step 2.

- 2** To change the setting, use the numeric keypad to enter the desired number of redialing attempts, as few as two or as many as 15. In this example, we have entered 3. Use a leading zero for numbers less than 10.

(02-15): 03

- 3** Press **ENTER** to save the setting.

- 4** The LCD now shows briefly:

Redial Interval

then it shows:

Interval : 3

The redial interval is shown in minutes. If the redial interval you see is acceptable, skip to step 6. If not, go on to step 5.

- 5** To change the setting, use the numeric keypad to enter the desired length. You may enter 3, 4 or 5. In this example, we chose 4.

Interval : 4

- 6** Press **ENTER** to save the setting.

Canceling a document while sending it

To cancel a transmission in progress:

- 1 Press **STOP**.
 - If you are using a *non-memory* transmission, press **STOP** two or three times until the machine returns to standby mode. The document will finish feeding through the ADF.
 - If you are using a *memory* transmission, the LCD shows a command number in progress (see “An introduction to Review Commands,” below). For example, the LCD shows:

C01 : 5552009

- 2 Press **CANCEL** twice to cancel the transmission.

Note: If either broadcasting or sequential polling in progress, you cannot cancel it by pressing **STOP**. To cancel a broadcasting or sequential polling in progress, press **REVIEW COMMAND** first and then press **CANCEL** twice.

An introduction to Review Commands

To cancel either an in-progress transmission or an automatic redial from memory, use the *Review Commands* function.

A short explanation:

- Because your fax machine can store multiple transmission commands in memory, it keeps track of each command by assigning it a *command number* — such as “C01.”
- Delayed commands, redial attempts and current fax transmissions are all stored in your fax machine’s memory and given a command number.

The Review Commands function gives you the power not only to *check on* each command pending in your machine’s memory but also to *delete* a command if you decide not to send the document.

- 1 Press **REVIEW COMMANDS**.
The LCD shows the *first* command, indicated by its command number and the phone number it will dial.
If a command is in progress, that will be the first command the LCD shows:

C01 : 5552009

- 2 If this *is* the command you want to cancel, skip to step 4.
If not, go on to step 3.
- 3 Press **▶** to continue to the next command in the *command queue*, then go back to step 2.

- 4 Press **CANCEL**. The LCD shows:

Prog/Cancel

- 5 If you want to cancel this command, press **CANCEL** again.
- 6 The LCD now shows the next command.
If you want to cancel it go back to step 4.
If you *don’t* want to cancel this command but *do* want to review *other* commands in the queue, press **◀** or **▶** and go back to step 2.
If you don’t want to review any more commands, press **STOP** to return the machine to standby mode.

This function gives you enormous control over your machine’s most powerful features. For more information on the Review Commands function, please see page 2.15.

Receiving faxes

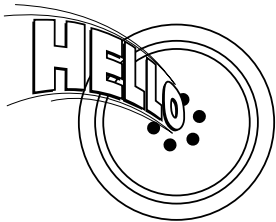
Different ways to get the job done

Reception modes

Your fax machine has four different reception modes — *Tel Ready*, *Fax Ready*, *Tel/Fax Ready* and *Ans/Fax Ready* — each of which we'll explain in a moment. We'll also give you an idea of *which* one you should use, depending upon your setup.

Answering calls manually — for all reception modes

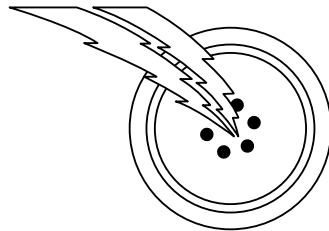
In any reception mode, you always can answer calls manually. Just pick your machine's handset.



If you hear someone speaking to you, go ahead and have a normal phone call.

If you hear *fax tones* ("beep — beep — beep — beep"), press **START** and hang up the handset. Your fax machine will begin receiving a fax.

Note: Don't try to answer a call by pressing **MONITOR/CALL**. The monitor function is only for on-hook dialing. Your fax machine does *not* have a speakerphone.



Tel Ready mode

Use it if:

- You intend to use the same line for both fax and phone calls . . . *and* . . .
- You are using, on that line, at least one other phone which is *not* connected to your fax machine.

In this mode: Your fax machine never answers calls automatically; you must answer each call as described in "Answering calls manually — for all reception modes" (left column).

To select Tel Ready:



Press **RECEIVE** repeatedly until the **TEL** light comes on.

Fax Ready mode

Use it if: You have your fax machine installed on a "dedicated" line (one it doesn't share with a second phone).

In this mode: Your fax machine answers each incoming call after a certain number of rings (see page 2.4) and attempts fax reception.

To select Fax Ready:



Press **RECEIVE** repeatedly until neither **TEL**, **TEL/FAX** nor **ANS/FAX** light is glowing.

Tel/Fax Ready mode

Use it if: You use your machine not only as a fax but also as a telephone.

In this mode: Your fax machine answers each incoming call after a certain number of rings (see page 2.4) and if you receive a voice call, alerts you with a special ring.

The Tel/Fax Ready reception mode is a mix between the Tel Ready and Fax ready modes.

To select Fax Ready:

- ANS/FAX
- TEL/FAX
- TEL
- RECEIVE

Press **RECEIVE** repeatedly until **TEL/FAX** light comes on.



Fax primary mode in Tel/Fax Ready mode

Use the fax primary mode if you want your fax machine to:

- Answer incoming call without ringing. (However, it beeps at the end of reception. If you want to mute this beeping, use the silent mode, see page 2.5).
... but also ...
- Alert you when a regular voice call comes in.

If a voice call comes in, your machine detects it and sounds a special ring for about 30 seconds. If you hear it, you will know you should answer.

To make your fax operate this way:

- 1** Set your fax machine for Tel/Fax Ready, as described above.
- 2** Press **PROGRAM, J, 1, 9**.

Primary Tel/Fax

- 3** Press **ENTER**.

Tel Primary

Note: In Tel primary mode, your fax machine answers each incoming call after a certain number of rings.

- 4** Press **◀** or **▶** to select the *Fax Primary* mode.

Fax Primary

- 5** Press **ENTER** to save the setting.

Note: Turning on the fax primary mode on your fax machine won't turn off ringers on other telephones in your house or office. Similarly, other phones won't distinguish between fax and voice calls.

What if you answer a fax call?

With your fax machine in Tel/Fax Ready mode, you can easily use your fax machine on the same line as other telephone(s) already in your home or office.

Now, let's deal with the two possible ways your phone(s) and your fax can live happily together on one line:

- A phone connected directly (physically) to your fax machine (see page 1.11).
- A phone, connected elsewhere in your home or office.

Using a phone connected to your fax machine

If you answer a connected phone and hear fax tones, simply press **START** and hang up the handset. Your fax machine will receive the fax call.

Using a phone not connected to your fax machine

If you have another telephone connected to the same phone line as your fax machine, but not connected directly to your fax machine, you can still receive an incoming fax call using that phone. Here's what to do if you answer that second phone and hear fax tones:

- 1** Don't hang up the line! Instead:
 - Put the telephone handset down *without hanging it up*
 - ... or ...
 - If the telephone has a "hold" feature, put the phone on hold and then hang up the handset.
- 2** Go to your fax machine.
- 3** Press **MONITOR/CALL**.
- 4** Press **START**.
- 5** Return to the telephone. If you didn't put the phone on hold in step 1, hang up its handset.

Ans/Fax Ready mode

Use it if: You are using an answering machine connected directly to your fax machine.

In this mode: An answering machine externally connected to your fax machine answers each incoming call. If a voice call comes in, the answering machine will begin to record the incoming message. If the fax tone starts, your fax machine will detect it and receive the fax message automatically.

To select Ans/Fax Ready:



Press **RECEIVE** repeatedly until **ANS/FAX** light comes on.

Using an answering machine with your fax machine

If you are connecting an answering machine to your fax machine:

- 1** Follow the steps on page 1.11 to connect an answering machine to your fax machine.
- 2** On your fax machine, press **RECEIVE** until the **ANS/FAX** light comes on.
- 3** Set your answering machine to answer calls after no more than two rings. (Consult the answering machine's instructions if necessary).
- 4** Finally, use your answering machine to create a new outgoing message.

Here's a suggested message:

*Hello! You've reached [your name or telephone number]. To leave a voice message, please wait for the beep. To send a **fax**, press **Start** on your fax machine. Thanks for calling!*

Important: Your answering machine's outgoing message must be *no longer than* 10 seconds.

Detection of "silent" fax machines

Some older fax machines don't send fax tones when transmitting.

However, your fax machine can accommodate these "silent" machines without disrupting your answering machine operation. For more information, call your authorized Muratec dealer.

When the paper or ink film runs out

Getting the word from your machine

When your fax machine runs out of paper or ink film, it beeps, the **ALARM** light glows and the LCD displays **Check Rx Paper** or **Check Ink Film** message.

Receiving faxes when out of paper or ink film

If your machine runs out of paper or ink film, it stores up to 50 separate fax receptions in memory. This is called *out-of-paper reception*. When you replenish the paper or ink film supply, the fax machine will print the stored messages automatically!

Note: How many *pages* (as opposed to *receptions*) your fax machine can store for out-of-paper reception will vary. It depends on your machine's memory capacity and the types of documents being sent to your machine. It also depends on the resolution settings the remote fax uses when sending faxes to your machine.

Note: During a power failure, all documents stored in memory will be backed-up up to 72 hours*.

* The machine's back-up battery requires about 1 day to reach full charge after to the fax machine is restored.

Making copies

You can make copies from your fax machine by using either the feeder or the machine's memory.

Copying from feeder

Use this mode to make a single copy.

Note: When you make a copy from the feeder, you cannot select the normal resolution.

To make a copy from feeder:

- 1 Insert the document **face down**. Adjust the document guides for a correct fit.
- 2 Press **COPY**. The LCD shows:

No. of Copy = 01

Note: If you enter the number of copies for each page, the machine automatically switches to memory copy mode (see next column).

- 3 Press **COPY** again to begin copying.

Copying from memory

Use this mode to make multiple copies or reduced copies. The copy reduction rate can be set through the copy parameter settings (see page 2.4).

Note: Your machine automatically sorts multiple copies. For example, four copies of the same two-page document will print as : 1,2 — 1,2 — 1,2 — 1,2.

To make a copy from memory:

- 1 Insert the document **face down**. Adjust the document guides for a correct fit.
- 2 Press **COPY**. The LCD shows:

No. of Copy = 01

If you want to make one copy of each page of the document from memory, enter **0, 1** using numeric keypad, then skip to step 4.
If not, go on to step 3.

- 3 Use the numeric keypad to enter the desired number of copies for each page in the document. You may choose one ("01") to 99 copies.
Here, we chose three copies.

No. of Copy = 03

Note: The setting requires two digits. Always enter a leading zero for quantities below 10 copies.

- 4 Press **COPY** to begin the copying.

Note: In this mode, the documents are stored in the memory before copying. If the memory of your machine becomes low, a "Memory Over Flow" message is displayed on the LCD and no more documents will be stored. If this happens, press **COPY** to print the documents that are already stored in memory, or press **CANCEL** to clear all documents stored during this operation. Dividing a large document into smaller batches will help you avoid this error.

It's a great phone, too

Dialing a telephone number

- 1** Pick up the handset. You will hear a dial tone.
- 2** Dial the number by the using numeric keypad.
... or ...
 - Use the *one-touch dialing*. (See “One-touch *phone* dialing,” on page 2.8.)
 - ... or ...
 - Use the *speed-dial*. (See “*Phoning* via speed-dial,” on page 2.10.)
 - ... or ...
 - Use the *EasyDail directory* (see page 2.13.)
- 3** When the other person answers, speak to him or her.

On-hook dialing

Because your machine has a monitor speaker, you can dial without picking up the handset:

- 1** Press **MONITOR/CALL**. You will hear a dial tone and the LCD will show:

** Tel Mode **

- 2** Dial the number you want. You may use either the numeric keypad, a one-touch key or a speed-dial number.

Note: Remember, your fax machine's monitor speaker is *not* a speakerphone. Be sure to pick up the handset if the other person answers!

Note: You can also dial a fax call using on-hook dialing if you want to hear the other machine's fax tones.

To do this, make sure there's a document in the feeder and follow the steps for on-hook dialing. When you hear those tones, press **START** to send the document.

Hold

You can put a call on hold during a conversation by pressing **HOLD**. The LCD shows:

** On Hold **

At this point, you can either hang up the handset or leave it off the hook.

To return to your conversation:

- If you hung up the handset, pick it up.
- If you didn't hang up the handset, press **HOLD** again.

Note: After you've placed someone on hold, your machine beeps at one minute intervals to remind you that someone is holding. If the conversation is on hold for more than five minutes, the machine will disconnect the call automatically.

Flash

To quickly disconnect from one call and go right to the next one without having to hang up the handset press **FLASH**.

Redial

Press **REDIAL/PAUSE** to redial the last number that the fax machine dialed.

Changing the dialing type

If your machine is set for “pulse” dialing, and you have to enter tones (“DTMF”) during a call, press **#**. This shows up on the LCD as the “-!” symbol. Your machine will now “tone” dial subsequent numbers.

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

Call request

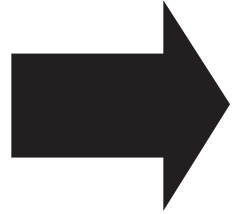
You can send or receive a fax message *and* have a regular phone conversation *on the same call*.

For further information on how to use this function, see page 2.47.

Dialing during a power failure

You cannot make a telephone call or send a fax during a power failure or if your fax is disconnected from its power source.

Beyond the basics



*We've covered
the "musts."
Now, let's explore
the goodies.*

What's inside this section

Getting everything just the way you want it	2.2
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The time machine: delayed transmission	2.14
Broadcasting	2.16
Polling	2.19
F-code communication	2.21
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Getting everything just the way you want it

The EasyStart feature guided you through the “just-gotta” settings on your machine. In the next few pages, we will cover other settings in more detail.

Setting up for scans

You can set parameters for how your fax machine scans documents:

- **Primary resolution mode** — Gives you four ways to send faxes, either — normal, fine or superfine resolutions — or in grayscale mode.
- **Primary contrast mode** — Sets how light or dark you want faxed documents to be when they arrive at their destinations.

1 Press **PROGRAM, J, 0, 1**. The LCD shows:

Scan Parameters

2 Press **ENTER**. The LCD asks which *resolution* you select:

Primary: Normal

If the setting you see is acceptable, skip to step 4.
If not, go on to step 3.

3 To change the setting, press **◀** or **▶** repeatedly until the mode you want appears. In this example, we have chosen fine resolution.

Primary: Fine

4 Press **ENTER** to save the setting. The LCD asks which *contrast setting* you select:

Contrast: Normal

If the setting you see is acceptable, skip to step 6.
If not, go on to step 5.

5 To change the setting, press **◀** or **▶** repeatedly until the setting you want appears. In this example, we have chosen light contrast.

Contrast: Light

6 Press **ENTER** to save the setting.

This section determines the resolution and contrast settings your fax will display when you insert a document for transmission. If you choose “superfine” and “dark” in steps 3 and 5, for example, these are the resolution and contrast settings you’ll see the next time you put a document in the document feeder.

You can *always* change the resolution and contrast temporarily before sending.

To adjust the resolution and contrast:

- Press **RESOLUTION** to change the resolution.
- Press **CONTRAST** to change the contrast.

Setting the print parameters

You can set two parameters for printing received fax messages:

- Print reduction rate
- Reduction margin

Print reduction rate

Print reduction lets you set the machine to reduce a large incoming document to a size which will fit on your paper. Copy reduction lets you reduce the size of copies made on your fax machine. Here are the options for both print reduction and copy reduction settings:

Setting	What it does
Auto	Automatically reduces printouts at variable rates down to a minimum of 75%. Tries to reduce printout to fit on one sheet of your selected paper size; if cannot, prints the image at 100% size on two or more pages.
100%	Performs no reduction. (Due to the sender's TTI, this may print <i>two</i> pages when receiving a one-page fax document. See 97%, below.)
97%	Reduces an original so that the final printout of a one-page document (<i>if the original is not larger than the paper in your machine</i>) will be only one page long, despite the TTI.
91%	Provides slightly more reduction.
81%	Provides even greater reduction. Helpful for certain international stationery sizes, as well as special applications.
75%	Turns <i>legal-sized</i> originals into US <i>letter-sized</i> printed copies.

For best results ...

The printout may omit a small bit of the image at the page break if the machine tries to reduce a legal-sized page onto letter-sized paper at any setting other than 75%. So whenever possible, **load the correct paper size before receiving a fax (or making a copy) of that size.**

Reduction margin

Your fax machine's *reduction margin* is measured in millimeters (mm).

When a fax message enters your machine's electronic brain, the machine measures the message's length and compares it to **(a)** the length of your selected paper **plus (b)** the reduction margin you set. If the length of the incoming message is shorter than the sum of **(a)** and **(b)**, your machine prints the message on just one sheet; otherwise, it prints the message on more than one sheet.

Note: An *Auto* reduction setting and a reduction margin setting of *40mm* will print most incoming faxes as single pages. Try this combination first and then, only if you have problems with it, select different settings.

Setting the print parameters

- 1 Press **PROGRAM, J, 0, 2**. The LCD shows:

Print Parameters

- 2 Press **ENTER**. The LCD shows the current set print reduction rate:

Reduc Rate :Auto

If the setting you see is acceptable, skip to step 4.
If not, go on to step 3.

- 3 To change the setting, press **◀** or **▶** repeatedly until the setting you want appears.
In this example, we chose *91%*.

Reduc Rate : 91%

- 4 Press **ENTER** to save the setting. The LCD shows the current reduction margin:

Margin(0-85): 40

If the setting you see is acceptable, skip to step 6.
If not, go on to step 5.

- 5 To change the setting, use the numeric keypad to enter the reduction margin you want. If necessary, press **◀** or **▶** to move the cursor if you need.
In this example, we chose *38 mm*.

Margin(0-85): 38

- 6 Press **ENTER** to save the setting.

Setting the copy parameters

You can set two parameters for copying:

- Copy reduction rate — Works the same way as the print reduction rate (see page 2.3 for more details).
- Reduction margin — Serves the same purpose as the reduction margin for printing (see page 2.3 for more details).

Note: The same options are available for copy reduction as for print reduction. (If necessary, review “Setting the print parameters,” on page 2.3.)

1 Press **PROGRAM, J, 0, 3**. The LCD shows:

Copy Parameters

2 Press **ENTER**. The LCD shows the current copy reduction rate:

Reduc Rate :100%

If the setting you see is acceptable, skip to step 4.
If not, go on to step 3.

3 To change the setting, press ◀ or ▶ repeatedly until the reduction setting you want appears. In this example, we chose 75%.

Reduc Rate : 75%

4 Press **ENTER** to save the setting. The LCD shows the current reduction margin:

Margin(0-85): 24

If the setting you see is acceptable, skip to step 6.
If not, go on to step 5.

5 To change the setting, use the numeric keypad to enter the reduction margin you want. If necessary, press ◀ or ▶ to move the cursor. In this example, we chose 00 mm.

Margin(0-85): 00

6 Press **ENTER** to save the setting.

Setting the number of rings

You can set the number of times your fax machine will ring before answering a call.

1 Press **PROGRAM, J, 0, 6**. The LCD shows:

Set # Of Rings

2 Press **ENTER**.

(1-9) : 2

If the setting you see is acceptable, skip to step 4.
If not, go on to step 3.

3 To change the setting, use the numeric keypad to enter the number of rings you want. You can choose from one to nine rings. Here, we chose four rings.

(1-9) : 4

4 Press **ENTER** to save the setting.

Note: If you enter 0 (zero), the machine will beep briefly to warn you that it cannot accept that setting.

Setting ECM

Static on a phone line during a call may ruin your attempts to communicate via fax. This is because “line noise” can easily disrupt the flow of data from one fax machine to another.

That’s why your fax machine gives you the chance of operating in *Error Correction Mode (ECM)*. When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data, block by block, as it sends. If the receiving fax machine cannot verify the transmission, the first machine will re-send the information.

Note: While using ECM gives you a better chance of getting a fax document through a troublesome phone line, it could also slow down the transmission time. That’s why we let you turn ECM on or off as you require.

Note: Not all fax machines have ECM. If you have activated ECM and then transmit to a fax machine not currently using ECM, there will no change in the fax transmission from a usual, non-ECM transmission.

1 Press **PROGRAM, J, 0, 8**. The LCD shows:

Set ECM Mode

2 Press **ENTER**. The LCD shows the current ECM setting:

ECM Mode : On

If the setting you see is acceptable, skip to step 4.
If not, go on to step 3.

3 To change the setting, press **◀** or **▶** once or twice until the setting you want appears. In this example, we chose *Off*.

ECM Mode : Off

4 Press **ENTER** to save the setting.

Setting silent mode

You can turn on your machine's silent mode to mute the ringer, the alarm and the key-touch tone, if you choose.

Note: If you use your fax machine as both a fax and phone (with the handset), you may not want to use this feature.

Note: Turning on the silent mode on your fax machine won't turn off ringers on other telephones in your house or office.

1 Press **PROGRAM, J, 1, 4**. The LCD shows:

Set Silent Mode

2 Press **ENTER**. The LCD shows your fax's current setting:

Silent Mode :Off

If the setting you see is acceptable, skip to step 4.
If not, go on to step 3.

3 To change the setting, press **◀** or **▶** once or twice until the setting you want appears. In this example, we chose *On*.

Silent Mode :On

4 Press **ENTER** to save the setting.

5 The *silent mode* has three settings:

- **Ringer silent** (shown on the LCD as "Ringer")
- **Alarm silent** ("Alarm")
- **Key-touch tone silent** ("Key Buzzer")

For each: to toggle its displayed choice between off and on, press **◀** or **▶** repeatedly until the mode you want appears. Then press **ENTER** to save the mode and move on to the next setting.

- **Ringer silent** — This mutes the ringer, including the special ring in Tel/Fax ready mode (see page 1.22).

Ringer : Off

If you want to silence the ringer, choose *On*. Otherwise, choose *Off*.

- **Alarm silent** — This mutes the alarm your machine sounds when an error occurs, the beep your machine makes after sending or receiving a fax or making a copy and the alarm and the beep your machine makes to remind you a caller is waiting on hold.

Alarm : Off

If you want to silence all alarms, choice *On*. Otherwise, choose *Off*.

- **Key-touch tone silent** — This mutes the sounds and not-acknowledge your machine makes when you press the keys on the control panel.

Key Buzzer: Off

If you want to silence the key-touch tone, choose *On*. Otherwise, choose *Off*.

6 Press **ENTER** to complete setting the silent mode.

Setting the language

While English is the language which your machine initially uses to display messages and print reports, you can set it to “speak” French or Spanish, too!

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

¿Qué es? — *or*, What is it?

If you aren't sure *which* language is showing after you've made a language change, press **PROGRAM** once and decide based on what appears on the LCD:

Num. Une-Touche is French.

Núm. Una-Tecla is Spanish.

If the language you see is the one you want, press **STOP** to return to standby mode.

If you want to change languages, press **STOP** to return to standby mode and then press **PROGRAM**, # to go to the next language in the cycle.

Printing your settings

After you enter your settings, print a *settings list*.

With this list, you can quickly check all the settings without having to check them on the machine.

Note: Please refer to the index at the end of these instructions to locate any setting you do not recognize or understand.

To print the settings list, press **PROGRAM**, **J**, **2**, **1**, **ENTER**.

Printing a program list

Your machine can also print a *program list*. This list gives a brief summary of instructions available on your fax machine, organized in a “program tree” so you can see which key combinations produce which instructions.

Note: Please refer to the index at the end of these instructions to locate any setting you do not recognize or understand.

To print a program list, press **PROGRAM**, *, **8**. Your machine will print the list.

Autodialer

Your fax machine's *autodialer* stores your most frequently called phone and fax numbers so you don't have to remember them. The autodialer also makes it easy to dial even the most complicated *international* calls!

Autodialer basics

How do you autodial?

There are two kinds of autodialer numbers. The difference between the two is how you "call them up,":

- *One-touch* — Pressing one of the keys, marked **A–O** on the control panel.
- *Speed-dial* — Pressing **SPEED DIAL/TEL INDEX** followed by a three-digit identifier, from *01* to *85*.

How big is the vault?

Your fax machine can store a total of 100 numbers — up to 15 one-touch numbers and up to 85 speed-dial numbers.

Which number is which?

Your fax machine's autodialer will hold both fax numbers and phone numbers.

This is possible because your fax machine first checks to see if there's a document in the feeder. If there is, the machine dials as a fax machine. If there isn't, it dials as a telephone.

EasyDial directory

— *or*, What the heck's a Location ID?

Your machine also features a built-in *EasyDial directory* (see page 2.13) which acts as a phone book for your fax and phone numbers. Just enter your fax/phone numbers along with their descriptive names in the *EasyDial directory*. (Your machine calls this name a *Location ID*.) The autodialer sorts these alphabetically so, with EasyDial, you can look them up *by name* as if you were using a phone book.

Special dialing characters

Which number do you find easier to read: *919725552009* or *9-1-972-555-2009*?

Obviously, it's the second one. The hyphen (or dash) character ("-") separates the numbers. In this example, a *9* is entered for outside-line access, a *1* is entered for long-distance access, then the area code and the phone number are entered.

The hyphen can also be important if you have to use special long-distance access codes or country codes for international calling.

Also, certain calls require special symbols *besides* just numerals. If you make calls to other countries — or just have your fax machine on an unusual phone system — you will want to be able to put the appropriate characters in the numbers you store.

That's why your fax machine allows you to enter *special dialing characters*. Below is a brief description of these characters, as well as how you can put them in the numbers you store in the autodialer:

Char.	What it does	Keystroke(s)
—	Makes long numbers easier to read. Does not change fax machine operation.	DIALING OPTIONS (<i>once</i>)
/	(<i>Has no effect.</i>)	DIALING OPTIONS (<i>twice</i>)
!	Tells your fax machine to pause until it "hears" a dial tone.	DIALING OPTIONS (<i>3 times</i>)
— /	Enters a pause when dialing long-distance numbers or when you are dialing through PABX. Each pause lasts five seconds (or whatever length you set; see page 1.16). Each pause uses <i>two</i> of the characters you can store in one phone number.	REDIAL/PAUSE
— !	If your fax machine is set for pulse dialing, switches from pulse- to tone- ("DTMF") dialing. Use after the actual phone number but before any characters (such as long-distance access codes) which must be in DTMF tone. <i>Do not</i> use on a tone line. Each — ! uses <i>two</i> of the characters you can store in one phone number.	DIALING OPTIONS (<i>once</i>), then ► (<i>once</i>), then DIALING OPTIONS (<i>3 times</i>), then ► (<i>once</i>)

Using one-touch numbers

As indicated previously, your fax machine will store up to 15 one-touch numbers by using the keys marked A–O.

Entering or changing a one-touch number

Important: To *erase* a number, see “Erasing a one-touch number” (next page).

1 Press PROGRAM, A, 1.

Enter One-Touch

2 Press ENTER. Depending on whether you already have a number entered for one-touch number A, the LCD shows:

A :No Number or A :555-345-6789

If A is the key you want to set, skip to step 4. However, our sample displays from here on will say “B” rather than “A.”

3 Press the one-touch key in which you want to store a number or change a previously stored number. Here, we select B and the LCD shows either:

B :No Number or B :555-987-6543

4 If you change your mind and want to select a different one-touch key, just press that key before going on step 5.

5 Press ENTER. Depending on whether you already have a number entered for this one-touch number, the LCD now shows briefly:

B :Fax Number

then it will show either:

_ or 555-987-6543_

6 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review “Special dialing characters,” page 2.7.) The number can be up to 40 characters in length:

9-1-555-9292039_

Note: Your display can show only 16 characters at a time. To view characters beyond those 16 (such as with international long-distance number), press ◀ to scroll to the left or ▶ to scroll to the right.

Note: To change a character you have already entered:

- Press ◀ to move the cursor to the left or ▶ to move it to the right, to that character.
- Press CANCEL to erase the character.
- Enter the digit(s) you want.

7 When the number is as you want it, press ENTER to store it.

8 The LCD now displays:

B :Name

then it will show either:

_ABCDEF > or _ABCDEF > Murat

The machine is now prompting you for a name — a Location ID — so you will be able to find it easily in the EasyDial directory (see page 2.13).

If you *do not* want to enter or change this Location ID, skip to step 10.

If you *do* want to enter or change this number’s Location ID, go on to step 9.

9 A number’s Location ID may be up to 16 characters in length. Enter the Location ID the same way you entered your fax name during EasyStart. Let’s review the process:

On the LCD, you will see the character set currently available, such as:

_ABCDEF >

To find a different character, press **2** or **8** over and over again to scroll through character sets until you see the one you want.

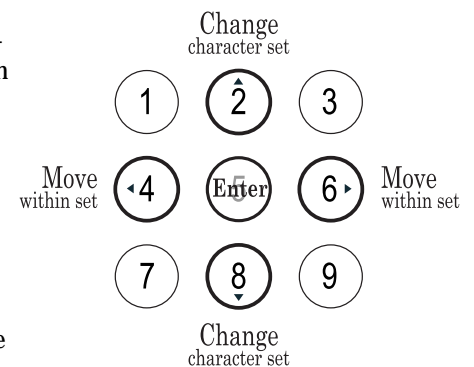
If you need to type in a space, one can be found before and after each character set.

When you see the character you want:

- Press either **4** or **6** to move the cursor to the character you want.
- Then press **5** to enter that character and move on to the next entry.

Note: If you make a mistake, just press CANCEL to erase to the left. Then continue to enter the character(s) you want.

Note: As you enter characters, the LCD will scroll to the left so you can view entries longer than five characters.



- 10** Press **ENTER** to save the setting.
The LCD will display the next one-touch number.
If you *do not* want to enter any more one-touch numbers, press **STOP** to finish.
If you *do* want to enter *another* one-touch number, go back to step 3.
If you *do* want to enter this one-touch number, go back to step 5.

One-touch *fax* dialing

Now that you have stored a one-touch number or two, let's discuss the ease of using one-touch keys to make calls. To dial a *fax* call using a one-touch number:

- 1** Insert the document.
- 2** Adjust resolution and contrast if necessary.
- 3** Press the one-touch key in which you have stored the number. As the fax machine dials, the LCD shows the Location ID.

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Note: If the number does not have a Location ID, the fax number appears.

The machine handles the call from here. What happens next will depend upon whether you specified transmission from memory or transmission from the feeder. (To review memory transmission, see page 1.17)

If you specified transmission from memory:

- Your fax machine scans your document into memory first, then dials the other fax machine.
- When the other machine answers, your fax will transmit the document directly from memory.

If you specified transmission from the feeder:

- Your fax machine dials the other fax machine.
- When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes.

- 4** At the end of the operation, your fax machine beeps and displays:

** Completed **

One-touch *phone* dialing

To dial a *phone* call using a one-touch number:

- 1** Obtain a dial tone by doing one of the following:
 - Lifting the handset
 - Press **MONITOR/CALL** to use the monitor speaker.

** Tel Mode **

- 2** Press the one-touch key in which you have stored the number. As the machine dials, it shows the number on the LCD:

9-1-555-9292039_

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

Note: You can also use this method to dial a fax call if you want to hear the other machine's fax tones. If doing this, make sure there's a document in the feeder. When you hear the fax tones from the other machine, press **START** to send the document in the feeder. If you lifted the handset to make the call, hang it up at this point.

Erasing a one-touch number

- 1** Press **PROGRAM, A, 2**

Erase One-Touch

- 2** Press **ENTER**. The LCD shows:

A :No Number

or

A :555-345-6789

If A is the key you want to erase, skip to step 4. (However, our examples from here will say "B" rather than "A.")

- 3** Press the key for the one-touch number you want to erase. Here, we select B:

B :555-987-6543

- 4** If you change your mind and want to erase the number stored in a different one-touch key, just press that key before going on step 5.

5 Press **ENTER**. The LCD shows:

Check Prog/Enter

Important: If you want to quit without erasing the one-touch number you have selected, press **PROGRAM**. The fax will return to step 3.

6 Press **ENTER** to erase the number.

** Complete **

To erase another one-touch number, repeat steps 3–6. Or press **STOP** to return to standby mode.

Printing a list of your one-touch numbers

If you forgot which number is stored in which one-touch key, just print a list of your one-touch numbers. The list includes each key's letter, the Location ID, number and group number(s) you may have stored in the key.

To print the list, press **PROGRAM**, **A**, **3**, **ENTER**.

Using speed-dial numbers

As we mentioned before, your fax machine will store up to 85 speed-dial numbers, designated by two-digit identifier codes from *01* (the first number) through *85*.

Important: Speed-dial numbers 1-9 require a leading zero when entering them into the machine. For example, enter *01*, not just *1*. Speed-dial numbers *10-85* do not require leading zeroes.

Entering or changing a speed-dial number

Important: To *erase* a number, see "Erasing a speed-dial number" (page 2.10).

1 Press **PROGRAM**, **B**, **1**.

Enter Speed-Dial

2 Press **ENTER**. Depending on whether you already have a number entered for speed-dial number *01*, the LCD shows:

01:No Number or 01:555-584-6950

If *01* is the speed-dial number you want to set, skip to step 4. (However, our examples from here will say "*05*" rather than "*01*.")

3 Use the numeric keypad to enter the desired speed-dial number's two-digit identifier code. Here, we enter *05* and the LCD shows either:

05:No Number or 05:555-397-0123

4 If you change your mind and want to select a different speed-dial number, just repeat step 3 until the number you want appears, then go on to step 5.

5 Press **ENTER**. Depending on whether you already have a number entered for this speed-dial number, the LCD now shows briefly:

05:Fax Number

then it will show either:

_ or 555-397-0123_

6 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review "Special dialing characters," page 2.7.) The number can be up to 40 characters in length:

9-1-555-9292039_

Note: Your display can show only 16 characters at a time. To view characters beyond those 16 (such as with an international long-distance numbers), press **◀** to scroll to the left or **▶** to scroll to the right.

Note: To change a character you have already entered:
— Press **◀** to move the cursor to the left or **▶** to move it to the right, to that character.
— Press **CANCEL** to erase the character.
— Enter the digit(s) you want.

7 When the number is as you want it, press **ENTER** to store it.

8 The LCD now displays:

05 : Name

then it will show either:

_ ABCDEF > or _ ABCDEF > Murat

The machine is now prompting you for a name — a Location ID — so you will be able to find it easily in the EasyDial directory (see page 2.13).

If you *don't* want to enter or change this number's Location ID, skip to step 10. If you *do* want to enter or change this number's Location ID, go on to step 9.

9 A number's Location ID may be up to 16 characters in length. You enter the Location ID the same way you entered your fax name during EasyStart. Let's review the process.

On the LCD, you will see the character set currently available, such as:

_ ABCDEF >

To find a different character, press **2** or **8** over and over again to scroll through character sets until you see the one you want.

If you need to type in a space, one can be found on each side of the character set.

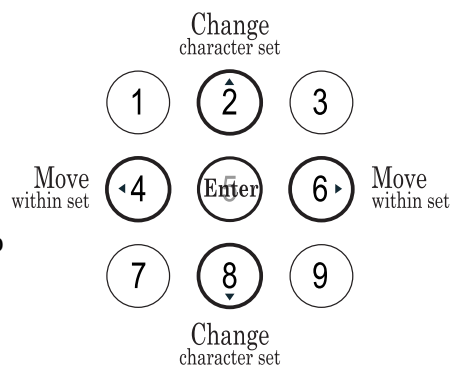
When you see the character you want:

- Press either **4** or **6** to move the cursor to the character you want.
- Then press **5** to enter that character and move on to the next entry.

Note: If you make a mistake, just press **CANCEL** to erase to the left. Then continue to enter the character(s) you want.

Note: As you enter characters, the LCD will scroll to the left so you can view entries longer than five characters.

10 Press **ENTER** to save the setting. The LCD will display the next speed-dial number. If you *don't* want to enter any more speed-dial numbers, press **STOP** to finish. If you *do* want to enter *another* speed-dial number, go back to step 3. If you *do* want to enter this speed-dial number, go back to step 5.



Fax dialing via speed-dial

To dial a *fax* call using a speed-dial number:

- 1** Insert the document.
- 2** Adjust resolution and contrast if necessary.
- 3** Press **SPEED DIAL/TEL INDEX** once. The LCD shows:

s_

- 4** Use the numeric keypad to enter the two-digit identifier (such as *05*, in this example) for the speed-dial number you want to dial. You will see a brief Location ID then the speed-dial number:

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s05_

Note: If the speed-dial number does not have a Location ID, only the number appears.

- 5** Press **START**.

The machine handles the call from here. What happens next will depend upon whether you specified transmission from memory or transmission from the feeder (To review memory transmission, see page 1.17):

If you specified transmission from memory:

- Your fax machine scans your document into memory first, then dials the other fax machine.
- When the other machine answers, your fax will transmit the document directly from memory.

If you specified transmission from the feeder:

- Your fax machine dials the other fax machine.
- When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes.

- 6** At the end of the operation, your fax machine beeps and displays:

** Completed **

Phoning via speed-dial

To dial a *phone* call using a speed-dial number:

- 1 Obtain a dial tone by doing one of the following:
 - Lifting the handset
 - Press **MONITOR/CALL** to use the monitor speaker

**** Tel Mode ****

- 2 Press **SPEED DIAL/TEL INDEX**. The LCD shows:

S_

- 3 Use the numeric keypad to enter the two-digit identifier (such as *05*, in this example) for the speed-dial number you want to dial. The LCD shows:

9-1-555-9292039_

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

Note: You can also use this method to dial a fax call if you want to hear the other machine's fax tones. To do this, make sure there is a document in the feeder.) When you hear those tones over either your handset or the monitor speaker, press **START** to send the document in the feeder. If you are using the handset, hang it up at this point.

Erasing a speed-dial number

- 1 Press **PROGRAM, B, 2**.

Erase Speed-Dial

- 2 Press **ENTER**. The LCD shows:

01:No Number or **01:555-584-6950**

If *01* is the speed-dial number you want to erase, skip to step 4. (However, our examples from here will say "*05*" rather than "*01*.")

- 3 Use the numeric keypad to enter the two-digit identifier for the speed-dial number you want to erase. Here, we select *05*:

05:555-987-6543

- 4 If you change your mind and want to erase a different speed-dial number, repeat steps 3 through 5.

- 5 Press **ENTER**. The LCD shows:

Check Prog/Enter

Important: If you want to quit without erasing the speed-dial number you have selected, press **PROGRAM**. The fax will return to step 3.

- 6 Press **ENTER** to erase the number.

**** Complete ****

To erase another speed-dial number, repeat steps 3–6. Or press **STOP** to return to the standby mode.

Printing a list of your speed-dial numbers

You can easily print a list of your speed-dial numbers. The list includes each number's two-digit identifier, the Location ID, the phone or fax number and any group numbers you may have stored.

To print the list, press **PROGRAM, B, 3, ENTER**.

EasyDial directory dialing

The *EasyDial directory dialing* feature makes your autodialer even more like an electronic phone book. EasyDial sorts and displays numbers alphabetically according to their Location IDs, so you can easily find them and dial them. When the name you want appears, you just press **START** to begin a call (either phone or fax).

Your machine's EasyDial directory alphabetizes in the following order: alphabet, number and symbols.

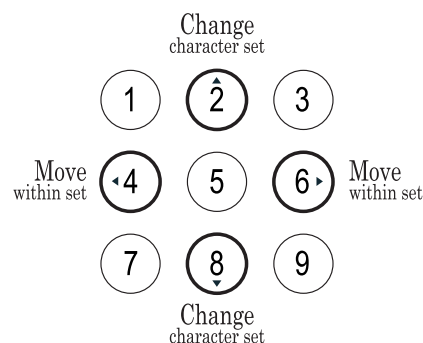
- 1** If you want to use EasyDial to make a regular phone call, *make sure there is no document in the feeder* and then skip to step 3.
If you want to use EasyDial to send a fax, insert the document.
- 2** Adjust resolution and contrast if necessary.
- 3** Press **SPEED DIAL/TEL INDEX** *twice*. The LCD shows the *first* listing in your fax machine's EasyDial directory, in alphabetical order:

ABC Company

(If this listing is the one you want to dial, skip to step 6.)

Note: If your fax machine has caller-ID, the LCD shows the most recent caller-ID information. (See page 2.48 for more information.)
To change to the EasyDial directory, press **2**, **4**, **6** or **8** on the numeric keypad.

- 4** Scroll through the listings to find the one you want.
 - Press **2** or **8** to find the *first* character of the Location ID. "S", for example.
 - Press **4** or **6** to check the listings beginning with that character. For example, Sarah, Shaina or Stuart



Note: When you are press **2** or **8**, the LCD displays only characters with at least one entry.

Note: If there is only one listing for a displayed character, pressing **4** or **6** will cause the fax machine to beep at you briefly.

- 5** When the LCD is showing the name you want to dial, press **START**.
 - If there *is* a document in the feeder, your machine dials a *fax call* to the autodialer number.
 - If there *is not* a document in the feeder, your machine activates the monitor speaker and makes a regular phone call. At this point, you may either:
 - Lift the handset
or
 - Listen to the monitor speaker until you hear the other person answer, and then lift the handset to speak.

What if an EasyDial call does not go through?

If an EasyDial call fails, what happens next depends upon the kind of call it was.

If it was a fax call ...

... Your fax machine automatically redials the number after the redial interval (see page 1.19). It keeps trying until either of the following occurs:

- It successfully reaches the other number.
- It has automatically redialed the number for the last try (see page 1.19).

If it was a regular phone call ...

... You will have to redial manually:

- 1** Obtain a dial tone by **either** lifting the handset or pressing **MONITOR/CALL**.
- 2** Press **REDIAL/PAUSE**.

Delayed transmission


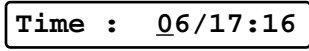
Take advantage of lower evening and weekend long-distance rates with *delayed transmission*. Your fax machine can store up to 30 delayed commands, each of which you can program up to 31 days in advance.

Important: If you program a full 30 delayed transmission commands, no further *memory* transmission is possible until the machine completes at least one of the delayed commands. (To review memory transmission, see page 1.17.) However, you can always transmit from the feeder by using on-hook dialing or an handset (see page 1.18).

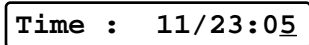
Setting up a delayed transmission

Important: Your machine remembers only the *day* of the month when it's supposed to perform a delayed transmission. It does not remember the month itself. If you want your fax to do something at 5:05 PM on **June** 26, do not make that setting sooner than 5:06 PM on **May** 26.

To set up a delayed transmission:

- 1 Insert the document and make any necessary adjustments.
- 2 Press **COM-OPTIONS** twice. The LCD shows:

- 3 Press **ENTER**. The LCD shows the current day of the month, followed by the current time (in 24-hour format):

- 4 Use the numeric keypad to enter the day of the month and the time you want the delayed transmission to occur.
Note: To move the cursor to a specific digit, press **◀** to move the cursor to the left, or **▶** move it to the right, to that digit.

Here, we set the transmission to occur on the 11th at 11:05 PM:



- 5 When the date and time entry is as you want it, press **ENTER** to save the delayed transmission. The LCD shows:



- 6 Enter the fax number to which the delayed transmission should go. You may either press a one-touch key, enter a speed-dial number or just use the numeric keypad to enter the number.

Note: If you make a mistake, press **CANCEL** to erase to the left. Or, if you want to change just one character in the number, press **◀** to move the cursor to the left, or **▶** to move it to the right, to that character and press **CANCEL** to erase it. Then re-enter the number until it is just as you want it.

- 7 Press **START**. Your machine will return to its normal standby mode, while showing this on the LCD:



This means your fax machine is “reserved” for the delayed transmission command you just programmed. If you set the machine for transmission from memory, it will scan the delayed command document into memory, and you can use the machine normally. If you set the machine for transmission from the feeder, the machine can *receive* faxes but cannot *transmit* until the delayed command is completed.

Important: If you have stored too much information in your machine's memory, a “Memory Overflow” message may appear on the LCD. This appears because 1) too many pages have been stored in the memory, or 2) the pages that are stored have too much information on them for your fax machine to remember.

If this message appears, press **START** to tell your fax to keep as many pages in memory as possible, or press **CANCEL** to delete from memory all pages stored during this operation (but not previous operations).

Reviewing or canceling delayed commands

If you have stored a delayed command in your fax machine, it will hold it in memory until it either completes the command successfully or reaches its maximum number of redial attempts (see page 1.19). Your machine can store up to 30 delayed commands. It identifies each by a two-digit *command number* ranging from 01 to 30. The same procedure lets you display your machine's stored commands and gives you a chance to cancel them, if necessary:

1 Press REVIEW COMMANDS.

- **If your machine is currently holding *no* delayed commands** — It will beep briefly and display "No Command" on the LCD. To return to standby mode, press **STOP**.
- But if there *are* commands in your machine's memory, the LCD shows:

C01:9-555-2311

Here, you see *command 01*, followed by the phone number it is set to dial.

- If the command is to perform a *broadcast* or *sequential polling*, "Broadcast" will appear instead of the phone number. (See "Broadcasting," pages 2.16–2.18.)

C01:Broadcast

- If the command is to perform a *one-touch dial*, a one-touch number will appear instead of the phone number.

C01:[A]

- If the command is to perform a *speed-dial*, a speed-dial number will appear instead of the phone number.

C01:S01

Note: If your machine is attempting to perform a command *now*, it will appear on the display.

To cancel this command, skip to step 3.

To review a different command, proceed to step 2.

2 If necessary, press ► or ◀ repeatedly to scroll through currently stored commands.

3 If you want to cancel the command currently shown, press CANCEL. The LCD shows:

Prog/Cancel

4 To keep this command but continue reviewing stored commands, press PROGRAM.

To keep this command *and* stop reviewing commands, press **STOP** to return your machine to standby mode.

To cancel the command, press **CANCEL** again and return to step 2 to view other commands.

Printing a delayed command list

Can't remember the details about a delayed transmission command you set up? Or, has someone in your office set up a delayed command and now you have no idea why the machine is "reserved" and how long it will stay that way?

For situations like these, your machine can print a *command list* which tells you:

- The command's identification number
- The phone number, one-touch number or speed-dial number
- The start time (which appears in the same *DD,HH:MM* format you saw in the previous instructions for actually setting up a delayed transmission command)
- A "Option" telling the fax communication options, such as *delayed, broadcast, polling, etc.*
- A "note" shows group number if the command is a *relay broadcast initiation* operation (see page 2.17 for more information)

To print a delayed command list, press **PROGRAM, F, 1, ENTER**.

Printing a stored document

Your fax machine can produce a printout of each document stored for delayed transmission. You will need to know the document's command number, which you can confirm by either reviewing the commands (see left column) or printing a delayed command list (see above).

1 Press PROGRAM, F, 2, ENTER. The LCD shows:

Command No. : _

2 Use the numeric keypad to enter the command's identification number, 01–30. For example, we could enter the following for the very first command, 01:

Command No. : 01_

3 Press ENTER. Your fax machine will print a copy of the stored document.

Broadcasting

The basics of broadcasting

The fastest way to fax *one* document to *many* recipients is *broadcasting*. **You can use broadcasting from any function requiring the entry of a fax number!** That means you can perform *delayed* broadcasting (see right column) and even broadcasting to “hub” units for *relay broadcast initiation* (see next page).

In an ordinary broadcast, you send a fax as you normally would, except you add more fax numbers. You can enter up to 120 numbers (20 normally dialed numbers, plus 100 autodialer numbers).

Note: If you frequently broadcast a document to the same set of remote fax machines, you can group these units' phone numbers together under a programmable one-touch key (see page 2.28). In this way, you can initiate a broadcast at the touch of just a single button.

We'll assume you are familiar with regular fax transmission, and shorten the instructions.

- 1** Insert the document and make any necessary adjustments.
- 2** Press COM-OPTIONS once.

1. Broadcast
- 3** Press ENTER. The LCD shows:

_
- 4** Enter the *first* fax number — a one-touch number, a speed-dial number or just a regular number dialed from the numeric keypad.
- 5** To add each *additional* fax number, press ENTER between each one to insert a *comma*, then enter the number as in step 3. You can include up to 120 numbers for a broadcast (see first paragraph, above).

C, 9-5551204, S05

Important: Do **not** insert a comma after the *last* fax number.

Note: If you enter characters by mistake, just press CANCEL to clear them before proceeding.

- 6** Press START. Your fax machine will scan the document into memory and then send it to each number you have entered.

Delayed broadcasting

What if you want the broadcast to happen later? That's the purpose of setting up a *delayed broadcast*.

- 1** Follow steps 1-5 of “The basics of broadcasting” (left column).
- 2** Press COM-OPTIONS twice.

2. Delayed
- 3** Press ENTER. The LCD shows the current date and time, such as:

Time : 01/15:10
- 4** Use the numeric keypad to enter the day of the month and time you want the fax broadcast to occur.
Here, we set it to occur at 10:15 PM on the 30th.

Time : 30/22:15
- 5** When finished, press ENTER to save the setting.
- 6** Now, press START. Your machine returns to its normal standby mode, while showing this on the LCD:

** Reserved **

This means your fax machine is “reserved” for the delayed broadcast you just programmed.

Relay broadcast initiation

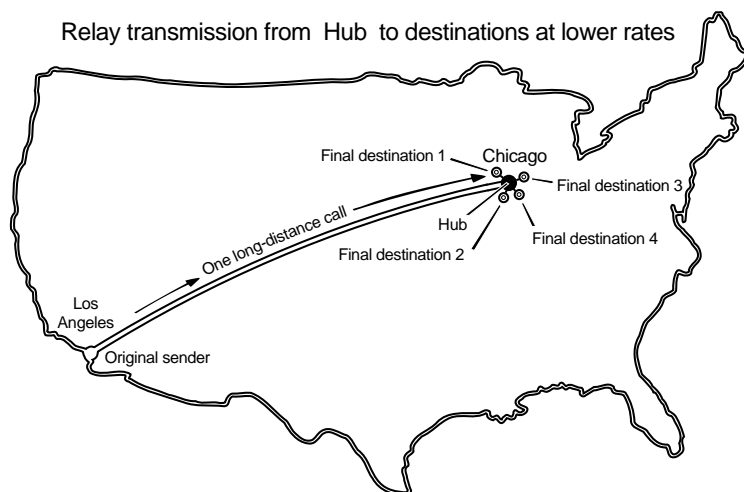
Relay broadcasting is a powerful function that takes advantage of a remote “hub” to reduce your total communication costs.

A “hub” fax machine is one to which you send a document, which in turn *relays* it to other machines which you do not actually call. The “hub” performs a *relay broadcast*, and the machine which sends the original document to the “hub” has performed a *relay broadcast initiation*.

Your fax machine does not have *relay broadcast* feature, but it does have *relay broadcast initiation*.

How it works

Let's say you're in Los Angeles and need to fax the same document to four locations in the Chicago area. You could send fax transmissions to each location, but that would be four long-distance calls. With relay broadcast initiation, you send the document *once* to your Chicago office's “hub” fax, which then sends it on to each of the four locations.



What happens when you perform relay broadcast initiation:

- You use your fax machine to send a document to at least one call group in a remote “hub” machine’s autodialer. This can occur either immediately or as a delayed command (see pages 2.14–2.15).
- The remote “hub” unit receives your document and stores it in memory.
- The remote machine retransmits — *relays* — the document to each fax number in each call group you specified. This is the *relay broadcast* you *initiated*.

Setting up, a relay broadcast initiation

For you to perform relay broadcast initiation, three things must be true:

- The remote fax machine must be a Muratec fax machine with “hub” capability.
 - Note:** If you are not sure whether the unit to which you want to transmit is a true “hub” unit, please consult your authorized Muratec dealer.
- The call group(s) must exist on the remote fax machine.
- You must know each call group’s identifier number.

To set up a relay broadcast initiation:

- 1** Insert the document and make any necessary adjustments.
- 2** Press **COM-OPTIONS** *three times*.

3.Relay Tx

- 3** Press **ENTER**.

Group No. _

Use the numeric keypad to enter the two-digit identifier of each call group you want in the remote “hub” fax machine you will be calling. You can specify up to 10 groups for each relay broadcast initiation. **Do not press START.** To add a group after the first one, press **COM-OPTIONS** to add a comma. Below, we have entered **2, COM-OPTIONS, 4.**

Group No. 2,4_

Important: Do **not** insert a comma after the *last* fax number.

Note: If you enter characters by mistake, just press **CANCEL** to clear them before proceeding.

- 4** Press **ENTER**. The LCD shows:

_

- 5** Enter the fax number for the remote “hub” unit. You may either press a one-touch key, enter a speed-dial number or just use the numeric keypad to enter the number. **Do not press START.**
- 6** What you do now depends upon when you want to begin initiating the relay broadcast.
 - If you want it to begin *now*, skip to step 9.
 - If you want to *delay* it, press **COM-OPTIONS, COM-OPTIONS, ENTER**.

Note: For more information on delayed transmission, see pages 2.14–2.15.

Beyond the basics

7 Use the numeric keypad to enter the day of the month and time when you want to begin initiating the relay broadcast.

Here we set the transmission to occur on the 14th at 2:00 PM:

Time : 14/14:00

8 When the entry is complete, press **ENTER**. The LCD shows the fax number you entered in step 5.

9 Press **START**.

If, in step 6, you chose an immediate relay broadcast initiation, your fax machine will begin dialing the remote "hub" machine. However, if you requested a delayed command, the machine will display "Reserved" on the LCD. This means the command is in memory.

Polling

Polling allows someone to fax a document to you *without* the other person having to make (and pay for) the call. Your machine can perform:

- Regular polling — Retrieves a document from the remote fax machine.
- Sequential polling — Retrieves a document from several remote fax machines.
- F-code polling — Retrieves a document from a fax machine that supports ITU-T sub-address transactions. (See “*F-code polling*,” on pages 2.26—2.27.)

Regular polling

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

- 1** Make sure that the document is ready to be polled from the remote fax. The remote fax user may need to review his / her instructions.
- 2** Press **COM-OPTIONS** *four* times. The LCD shows:

4.Polling
- 3** Press **ENTER**. The LCD shows briefly:

Enter Fax Number

 then it will show:

_
- 4** Enter the remote fax machine's number by either pressing a one-touch key, entering a speed-dial number or just dialing the number using the numeric keypad.
- 5** To perform the regular polling *now*, skip to step 9.
To perform *delayed* regular polling, proceed to step 6.

- 6** Press **COM-OPTIONS**, **COM-OPTIONS**, **ENTER**. The LCD shows:

Time : 15/17:05

- 7** Use the numeric keypad to enter the date and time your machine should perform the delayed regular polling.
- 8** Press **ENTER**. The LCD shows the fax number you entered in step 4.
- 9** Press **START**.

When it performs the polling command, your machine will dial the number and, upon making contact with the other machine, begin receiving the document as if the other machine had placed the call.

Sequential polling

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

- 1** Make sure that the document is ready to be polled from the remote fax. The remote fax user may need to review his / her instructions.
- 2** Press **COM-OPTIONS** *four* times. The LCD shows:

4.Polling
- 3** Press **ENTER**. The LCD shows briefly:

Enter Fax Number

 then it will show:

_
- 4** Enter the *first* fax number — a one-touch number, a speed-dial number or a regular number dialed from the numeric keypad.
- 5** To add each *additional* fax number, press **ENTER** between each one to insert a *comma*, then enter the number as in step 4. You can include up to 120 numbers (see “*Broadcasting*”, page 2.16) for sequential polling.

C, 9-5551204, S05

Important: Do **not** insert a comma after the *last* fax number.

Note: If you enter characters by mistake, just press **CANCEL** to clear them before proceeding.

6 To perform the sequential polling *now*, skip to step 10.
To perform *delayed* sequential polling, proceed to step 7.

7 Press **COM-OPTIONS, COM-OPTIONS, ENTER**.
The LCD shows the current day and time:

Time: 15/17:05

8 Use the numeric keypad to enter the date and time your machine should perform the delayed sequential polling.

9 Press **ENTER**.

10 Press **START**.

When it performs the polling command, your machine will dial the number and, upon making contact with the other machine, begin receiving the document as if the other machine had placed the call.

F-code polling

See pages 2.26–2.27.

Being polled

Not only can you poll, you also can *be* polled. To set up a document for regular polling by another machine:

1 Press **RECEIVE** to change your fax machine to the Fax Ready mode. In the Fax Ready mode, neither the **TEL**, **TEL/FAX** nor **ANS/FAX** light is glowing.

Important: Your machine **cannot** be polled if it's in Tel Ready mode.

2 Insert the document.

3 Adjust resolution and contrast if necessary.

4 Press **PROGRAM, D, 1**. The LCD shows:

Store PollingDoc

5 Press **ENTER**. Your fax machine scans the document into memory and returns to standby mode.

Note: If you were using another reception mode before step 1 and want to return to it after the remote machine has polled your document, press **RECEIVE** to select a new mode.

But do this *only* after you are sure the remote machine has polled your document.

Erasing a stored polling document

To erase from your machine's memory a document you've stored for regular or database polling by another machine:

1 Press **PROGRAM, D, 2**. The LCD shows:

Erase PollingDoc

2 Press **ENTER**. Your fax machine will erase the document from memory.

Printing a stored polling document

To print, *without erasing*, a document you've stored for regular polling:

1 Press **PROGRAM, D, 3**. The LCD shows:

Print PollingDoc

2 Press **ENTER**. Your fax machine will print the document.

Limiting polling access to your fax machine

Your machine's *closed network* setting (see page 2.42) also works for polling. When you set the passcode (see page 2.42), a calling fax that doesn't "present" the proper passcode, it cannot poll from your fax.

Note: However, if you are using the Block Junk Fax feature (see pages 2.42–2.43), even incoming calls which meet the passcode test must come from appropriate phone numbers.

F-code communication

F-code: an introduction

The ITU-T, part of the United Nations agency that maintains international telecommunications standards (see the Glossary that begins on page 3.16), has now created a fax industry standard for using sub-addressing and password-based communications with not only other Muratec fax machines but also other manufacturers' machines. One name for this standard is F-Code, and that is what we'll call it in these instructions and on your machine's display.

How sub-addressing works: think of a mailroom

If you are new to the concept of sub-addressing, think about how someone receives mail addressed to a department within that person's company. For example, mail for Accounting gets to the mailroom for the entire company. The Mail Department then routes the mail to Accounting.

That's the idea behind sub-addressing. Once your fax and another F-Code-compatible fax begin their communication, they exchange special F-Code signals to indicate just where the fax really should go. It's as if the sending fax were saying, "Take this one and deliver it to room 48" and the receiving fax were replying, "48? OK, will do."

For greater security, you can set up an ITU-T-compatible sub-address and password with F-Code, which lets you use secure transmission and polling in communication with any other fax machine, so long as it, too, uses the F-Code standard from ITU-T.

To use ITU-T sub-addressing and password features, you must create F-Code boxes in your machine. Your machine can use up to 10 of these boxes. You can store up to 30 documents (not pages) into each F-Code box.

Setting up the F-code boxes

Before you set up an F-code box, there are a few things you should know:

- The remote fax machine must support the ITU-T subaddress and password capabilities, and the remote fax users must be using it.
- Your machine's F-code box works like a normal SecureMail mailbox except that it accepts and stores ITU-T-standard F-code secure communication.
- The received documents are stored in the F-code box.
To print them, you have to enter an I.D. code.
(See "Print a document received in F-code box," page 2.25.)
- Your machine can create up to 10 F-code boxes. Each box can receive up to 30 documents.

Creating or modifying an F-code box

To use the F-code box, you must have the F-code boxes set up on your fax machine. You may also want to modify existing F-code boxes (but, to do so, you must know the each box's I.D. code; see step 5 and step 14).

To create or modify an F-code box:

- 1 Press **PROGRAM, E, 1**.

Set F-Code Box

- 2 Press **ENTER**. Depending on whether you already have a name entered for F-code box 01, the LCD shows briefly:

Select F-CodeBox

then it will show either:

01:No Number

or 01:Bookkeeping

If this is the F-code box you want to set, skip to step 4. (However, our samples from here on will refer to F-code box 03, rather than 01.)

- 3 Use the numeric keypad to enter the two-digit number (01-10) of the F-code box you want to create or modify. (Use a leading zero for numbers below 10.) Here, we have entered 0, 3 and see:

03:No Number

or 03:MuratecOffice

- 4 If you decide you want to select a different F-code box, just use the numeric keypad to enter the two-digit number for the box you want before going on to step 5.

- 5 Press **ENTER**.

- If you are creating this F-code box for the first time, the following display won't appear. Skip to step 6.
- If you selected a previously created F-code box, the LCD shows:

I.D. Code :****

To modify this previously created F-code box, enter the proper I.D. code using the numeric keypad, then press **ENTER**.

Note: If you enter an invalid I.D. code, the fax machine will reject the attempt and abort this operation.

6 The LCD now shows briefly:

01:Box Name

then it will show either:

_ABCDEF > or _ABCDEF > Murat

The machine is now prompting you for a name for this F-code box.

If you want to enter or change this F-code box's name, proceed to step 7. If you *do not* want to enter or change this box's name, skip to step 8.

7 An F-code box's name may be up to 16 characters in length. You enter the name the same way you entered your fax name during EasyStart. We will review the process, here.

On the LCD, you will see the character set currently available, such as:

_ABCDEF >

To find a different character, press **2** or **8** repeatedly to scroll through character sets until you see the one you want.

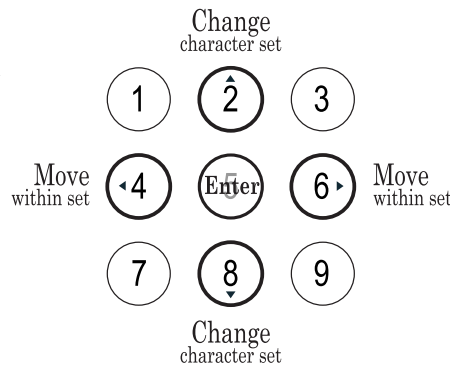
If you need to insert a space, one can be found before and after each set of characters.

When you see the character you want:

- Press either **4** or **6** to move the cursor to the character you want.
- Then press **5** to enter that character and move on to the next entry.

Note: If you make a mistake, just press **CANCEL** to erase to the left. Then continue to enter the character(s) you want.

Note: As you enter characters, the LCD will scroll to the left so you can view entries longer than five characters.



8 Press **ENTER** to save the box's name. The LCD shows briefly:

03:Sub-Address#

then it will show either:

_ or 123456_

The machine is asking for this F-code box's ITU-T subaddress. You **must** enter a subaddress here in order to use this F-code box, and anyone trying to fax to this F-code box must know it.

To enter or change the subaddress number, proceed to step 9.

If you do not want to change an existing subaddress number, skip to step 10.

9 Use the numeric keypad to enter the exact subaddress for this F-code box.

Note: The subaddress must be unique to this F-code box; i. e., no other F-code box in this fax machine can have the same subaddress.

This ITU-T subaddress can be up to 20 characters in length and can include any combination of numbers and the * and # symbols (but no other non-numerical characters). In this example, we enter 6*54321#.

6*54321#_

Note: To erase previously entered numbers, press **CANCEL** to erase to the left. Or to change just one character in the number, press **◀** to move the cursor to the left, or **▶** to move it to the right, to that character. Press **CANCEL** to erase it. Then re-enter the number until it is just as you want it.

10 Press **ENTER** to store it.

Note: If you entered a sub-address number already being used by another F-code box, the machine will beep and briefly display the following:

Sub-Addr. In Use

The machine now returns you to step 9. Enter a different number for your F-code box's subaddress.

- 11** Depending on whether you already have an ITU-T password entered for your F-code box, the LCD shows briefly:

03:Password

then it will show either:

— or 123456—

The machine is asking for your F-code box's password. This is the password for ITU-T-compatible F-code fax transactions. (It is not an I.D. code for your machine. If you set the password, a caller must know and use it in order to send a fax to you via F-code communication.

Note: You do not need a password to use the F-code box. However, using a password will make your F-code communications much more secure.

If you want to enter or change this box's ITU-T password, proceed to step 12. If you *do not* want to enter or change this box's ITU-T password, skip to step 13.

- 12** Use the numeric keypad to enter this box's ITU-T-compatible password. This password can be up to 20 characters in length and can include any combination of numbers and the * and # symbols (but no other non-numerical characters). Here, we enter 135*7#9.

135*7#9—

Note: To erase previously entered numbers, press CANCEL to erase to the left. Or to change just one character in the number, press ◀ to move the cursor to the left, or ▶ to move it to the right, to that character and press CANCEL to erase it. Then re-enter until the number is just as you want it.

- 13** Press ENTER. The machine then asks for the number of days you want to store the document.

Hold Time :00

Use the numeric keypad to enter a two-digit number indicating how long, in number of days (00-31), you want your fax machine to keep received documents in this F-code box. Here, we enter 0, 9, for nine days:

Hold time :09

Note: Your fax machine can normally store incoming documents in F-code boxes (up to the limits of its memory) as long as 31 days, after which it automatically erases the documents. But if your machine has plenty of memory, you may want to override the 31-day limit to keep the documents indefinitely. If so, enter 00.

- 14** Press ENTER to save the settings. The display now shows:

I.D. Code :0000

The machine is asking for your F-code box's four-digit security I.D. code. After you set this I.D. code, you will have to enter it each time you want to view or modify the settings for this F-code box (see step 5, page 2.21)

You will also have to enter this I.D. code to print documents received in this F-code box or to erase this F-code box.

To enter or change this I.D. code, proceed to step 15. If this is a previously created box and you do not want to change this I.D. code, skip to step 17.

- 15** Decide upon a four-digit I.D. code (0001-9999) for this F-code box. Write this code down, and put it in a safe place.

Note: You cannot use 0000 as an I.D. code.

- 16** Use the numeric keypad to enter the four-digit I.D. code for this F-code box. Here we enter 2468:

I.D. Code :2468

- 17** Press ENTER to save the information. To create or modify another F-code box, repeat steps 4-17.

To finish, press STOP.

Erasing an empty F-code box

Important: You can only erase an empty F-code box. If the F-code box is holding any documents, you must first clear each document from the box. You can clear the F-code box by printing the documents it holds (see next page).

To erase an empty F-code box:

- 1 Press **PROGRAM, E, 4**. The LCD shows:

Erase F-Code Box

- 2 Press **ENTER**. The LCD shows briefly:

Select F-CodeBox

then it will show either:

01:No Number

or

01:Bookkeeping

If this is the box you want to erase, skip to step 4. (However, our examples from here will refer to box 03 rather than box 01.)

- 3 Use the numeric keypad to enter the two-digit identifier number (01-10) of the F-code box you want to erase. Here, we press 0, 3 and see:

03:Muratec Offic

- 4 If you change your mind and want to erase a different F-code box, just use the numeric keypad to enter the desired box's two-digit identifier number before going on to step 5.

- 5 Press **ENTER**. If the F-code box is empty, the LCD shows:

I.D. Code :****

Note: If you select an F-code box which is not empty, the machine beeps and, before returning to step 3, briefly displays:

Box In Use

- 6 Use the numeric keypad to enter the proper four-digit I.D. code. Here, we enter 2345:

I.D. code: 2345

- 7 Press **ENTER**. The LCD shows:

Check Prog/Enter

Note: If you entered an invalid I.D. code in step 6, the fax machine will reject the attempt and abort this operation.

Note: If you want to quit without erasing the F-code box you have selected, press **PROGRAM**. The fax will return to step 3.

Note: If you want to quit without erasing *any* F-code box, press **STOP**. The machine will return to standby mode.

- 8 Press **ENTER** to erase the F-code box.

** Complete **

To erase another F-code box, repeat steps 3-8.
To finish, press **STOP**.

Printing a list of your F-code boxes

You can easily print a list of your F-code boxes. The list includes each box's identifier number, the box name, subaddress, password and document storage time.

To print the list, press **PROGRAM, E, 2, ENTER**.

Printing a document received in an F-code box

When your machine receives a document via ITU-T sub-addressing from another fax machine, your machine will print a message alerting the person for whom the document is intended. Then the person has a certain number of days in which to print out the message before your machine erases it. (see step 13, on page 2.23)

Note: For this operation to work, two things must be true:

- You must know the F-code box's two-digit number.
- You must know the four-digit I.D. code for the F-code box.

To print a received message from an F-code box:

- 1 Press **PROGRAM, E, 3**. The display shows:

Print F-Code Doc

- 2 Press **ENTER**.

01:Bookkeeping

If this box holds the document you want to print, skip to step 4.
If not, go on to step 3.

- 3 Use the numeric keypad to enter the two-digit number (01-10) of the F-code box currently "holding" the document you want to print. We enter 03.

03:Muratec Offic

- 4 Press **ENTER**. The display will show:

I.D. Code :****

Note: If the F-code box is holding no documents at this time, the LCD shows this briefly before returning to step 3:

No Doc. Stored

In step 3, be sure to select an F-code box that is holding at least one document.

- 5 Use the numeric keypad to enter your F-code's four-digit I.D. code. Here we enter 2345:

I.D. Code :2345

- 6 Press **ENTER**.

- If you enter the correct I.D. code, your fax machine will print all documents in this F-code box and then erase them.
- If you enter an incorrect I.D. code, your fax machine will refuse to print the document.

F-code transmission and polling

With F-code, your machine can send secure transmissions to other manufacturers' machines, and perform polling from other makers' machines, as well. You can do this in one of two ways:

- Press a programmable one-touch key programmed for sub-address sending. (See "Programmable one-touch key," on pages 2.32-2.35)

... or ...

- Enter the ITU-T subaddress and password directly, which is what we will now describe.

Note: For F-code communication to occur, three things must be true:

- The remote fax machine must support ITU-T sub-addressing (and password) capabilities.
- A mailbox (F-code box) with an ITU-T subaddress must exist on the remote fax. (It does not have to have an ITU-T password.) If the other machine doesn't have not at least one box with a subaddress, F-code communication will be impossible.
- You must know the ITU-T subaddress and (if applicable) password information for the mailbox (F-code box) on the remote machine.

F-code transmission

Sending a document with ITU-T subaddress / password

- 1 Insert the document. Adjust resolution and contrast if necessary.

- 2 Press **COM-OPTIONS** five times.

5.F-Code Tx

- 3 Press **ENTER**. The LCD shows briefly:

Enter SubAddress

then it will show:

—

- 4 Use the numeric keypad to enter the appropriate subaddress number. In this example, we enter 123456.

123456_

- 5 Press **ENTER**. The LCD shows briefly:

Enter Password

then it will show:

—

Note: If you know that this subaddress does not have a password, skip to step 7.

- 6** Use the numeric keypad to enter the appropriate password. In this example, we enter 654321.

654321_

- 7** Press **ENTER**. The LCD shows briefly:

Enter Fax Number

then it will show:

—

- 8** Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad. Do **not** press **START**.
- 9** What you do now depends upon when you want the transmission to begin.
- To have it begin now, skip to step 12.
 - To delay it, proceed to step 10.

- 10** Press **COM-OPTIONS**, **COM-OPTIONS**, **ENTER**. The LCD shows:

Time: 15/17:05

- 11** Use the numeric keypad to enter the day and time when the transmission should begin, then press **ENTER**.

- 12** Press **START**.

If you chose an immediate transmission in step 9, your fax machine will begin dialing. If you chose a delayed command, the machine will display “** Reserved **” on the LCD, indicating that the machine has stored the command in memory and will perform it later.

Note: The ITU-T subaddress and password can be up to 20 characters in length and can include any combination of numbers and the * and # symbols. Do not include other non-numerical characters.

Note: To change a number you have already entered:

- Press ◀ to move the cursor to the left or ▶ to move it to the right, to that character.
- Press **CANCEL** to erase the character.
- Enter the digit(s) you want.

F-code polling

Polling with ITU-T subaddress / password:

- 1** Press **COM-OPTIONS** six times.

6.F-Code Polling

- 2** Press **ENTER**. The LCD shows briefly:

Enter SubAddress

then it will show:

—

- 3** Use the numeric keypad to enter the appropriate subaddress. In this example, we enter 123456:

123456_

- 4** Press **ENTER**. The LCD shows briefly:

Enter Password

then it will show:

—

- 5** Use the numeric keypad to enter the appropriate password number. In this example, we enter 654321.

654321_

Note: If you know that this sub-address does not have a password, skip to step 6.

6 Press **ENTER**. The LCD shows briefly:

Enter Fax Number

then it will show:

_

7 Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad. Do **not** press **START**.

8 What you do now depends upon when you want the transmission to begin.

- To have it begin now, skip to step 11.
- To delay it, proceed to step 9.

9 Press **COM-OPTIONS, COM-OPTIONS, ENTER**.
The LCD shows the current day and time:

Time : 15/17:05

10 Use the numeric keypad to enter the day and time when the transmission should begin, then press **ENTER**.

Note: If you make a mistake, press ◀ to move the cursor to the left, or ▶ to move it to the right, to that character. Then re-enter until the number is just as you want it.

11 Press **START**.

If you chose an immediate transmission in step 8, your fax machine will begin dialing. If you chose a delayed command, the machine will display “** Reserved **” on the LCD, indicating that the machine has stored the command in memory and will perform it later.

Note: The ITU-T subaddress and password can be up to 20 characters in length and can include any combination of numbers and the * and # symbols. Do not include other non-numerical characters).

Note: To change a number you have already entered:

- Press ◀ to move the cursor to the left or ▶ to move it to the right, to that character.
- Press **CANCEL** to erase the character.
- Enter the digit(s) you want.

Programmable one-touch keys

Using the power of programmable one-touch keys

The *programmable one-touch keys* P1–P5 simplify complex fax operations, letting you really tap into your machine's power.

You can “teach” these keys the following multi-step operations for one-key press convenience:

- Delayed transmission (pages 2.14–2.15)
- Broadcasting (page 2.16)
- Relay broadcast initiation (pages 2.17–2.18)
- Polling, regular or sequential (pages 2.19–2.20)
- F-code transmission (pages 2.25–2.27)
- F-code polling (pages 2.25–2.27)

Setup for each operation is very similar. Each time, you tell the machine four things:

- **How** — The key you are programming
- **Who** — The number(s) the machine should dial
- **What** — The operation it should perform
- **When** — The date(s) and time(s) when you want it to perform the operation.

Programming a delayed transmission

Note: To *erase* a programmable one-touch key, refer to page 2.36.

To program a delayed transmission into a programmable one-touch key:

- 1 Press **PROGRAM**, **C**, **1**. The LCD shows:

Enter P OneTouch

- 2 Press **ENTER**. The LCD shows either:

P1:No Number

... or indicates a command is already programmed into this key.

If P1 is the key you want to program, skip to step 4. (However, our examples from here will say “P3” rather than “P1.”)

- 3 Select the key in which you want to program a command or change a previously stored command and then press it. Here, we have selected P3.

P3:No Number

- 4 If you decide to select a different programmable one-touch key, go back to step 3 *before* going on to step 5.

- 5 Press **ENTER**. The LCD now shows briefly:

P3:Fax Number

then it will show either:

_ or 9-555-8743_

- 6 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length:

9-555-0629_

Your display can show only 16 characters at a time. To view characters beyond those 16, press ◀ to scroll to the left or ▶ to scroll to the right.

Important: Do **not** press **ENTER**.

Note: If you make a mistake or want to erase previously entered numbers, press **CANCEL** to erase to the left. Or to change just one character in the number, press ◀ to move the cursor to the left, or ▶ to move it to the right, to that character. Press **CANCEL** to erase it. Then re-enter the number until it is just as you want it.

- 7 Now, *while you still can see the fax number on the LCD*, press **COM-OPTIONS**, **COM-OPTIONS**. The LCD shows:

2.Delayed

8 Press **ENTER**. The LCD shows the current day and time:

Time : 11/20:30

9 Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

Time : 30/17:05

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** (*i. e.*, *00*), and then the time when the fax could perform the command:

Time : 00/17:05

10 Press **ENTER**, **ENTER**.

11 The LCD now displays the next programmable one-touch key. If you *do not* want to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode. If you *do* want to enter or change another key's programming, go back to step 4.

Programming a broadcast

Note: To *erase* a programmable one-touch key, refer to page 2.36.

Programming a broadcast is very similar to programming a delayed transmission. But rather than specifying just one phone number, you set up multiple numbers for the transmission.

To program a broadcast into a programmable one-touch key:

1 Press **PROGRAM**, **C**, **1**. The LCD shows:

Enter P OneTouch

2 Press **ENTER**. The LCD shows either:

P1:No Number

... or indicates a command is already programmed into this key.

If **P1** is the key you want to program, skip to step 4. (However, our examples from here will say "P3" rather than "P1.")

3 Select the key in which you want to program a command or change a previously stored command and then press it. Here, we select **P3**.

P3:No Number

4 If you decide to select a different programmable one-touch key, go back to step 3 *before* going on to step 5.

5 Press **ENTER**. The LCD now shows briefly:

P3:Fax Number

then it will show either:

_ or 9-555-8743_

6 Use the numeric keypad to enter up to 120 fax numbers. These can include all of your one-touch keys and speed-dial numbers and up to 20 numbers you enter with the numeric keypad.

Important: **Do not** press **ENTER**.

Between each number, press **PROGRAM** to enter a comma.

Important: **Do not** insert a comma after the **last** number.

To enter a speed-dial number, press **SPEED DIAL/TEL INDEX** and the number's two-digit identifier.

A,S02,9-555-2468

Your display can show only 16 characters at a time. To view characters beyond those 16, press **◀** to scroll to the left or **▶** to scroll to the right.

Note: If you make a mistake or want to erase previously entered numbers, press **CANCEL** to erase to the left. Or to change just one character in the number, press **◀** to move the cursor to the left, or **▶** to move it to the right, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

7 If you want the broadcast to begin *immediately* every time you press the key, press **ENTER** and skip to step 10.

If you want to *delay* the broadcast (perhaps to take advantage of lower phone rates), press **COM-OPTIONS**, **COM-OPTIONS**, **ENTER**.

8 Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

Time : 30/17:05

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** (*i. e., 00*), and then the time when the fax could perform the command:

Time : 00/17:05

9 Press ENTER, ENTER.

10 The LCD now displays the next programmable one-touch key. If you *do not* want to enter or change *any other* key's programming, press STOP to return your machine to its usual standby mode. If you *do* want to enter or change this key's programming, go back to step 4.

Programming a relay broadcast initiation

Note: To *erase* a programmable one-touch key, refer to page 2.36.

Note: For this operation to work, three things must be true:

- The remote fax machine must be a Muratec fax machine with "hub" capability.
- The call group(s) to which you are faxing must exist on the remote machine.
- You must know the two-digit number for each call group that you are faxing.

To program a relay broadcast initiation into a programmable one-touch key:

1 Press PROGRAM, C, 1. The LCD shows:

Enter P OneTouch

2 Press ENTER. The LCD either shows:

P1:No Number

... or indicates a command is already programmed into this key.

If **P1** is the key you want to program, skip to step 4. (However, our examples from here will say "P3" rather than "P1.")

3 Select the key in which you want to program a command or change a previously stored command and then press it. Here, we select **P3**.

P3:No Number

4 If you decide to select a different programmable one-touch key, go back to step 3 *before* going on to step 5.

5 Press ENTER. The LCD now shows briefly:

P3:Fax Number

then it will show either:

_ or 9-555-8743_

6 Use the numeric keypad to enter the "hub" machine's number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length:

9-555-0629_

Your display can show only 16 characters at a time. To view characters beyond those 16, press ◀ to scroll to the left or ▶ to scroll to the right.

Important: Do **not** press ENTER.

Note: If you make a mistake or want to erase previously entered numbers, press CANCEL to erase to the left. Or to change just one character in the number, press ◀ to move the cursor to the left, or ▶ to move it to the right, to that character. Press CANCEL to erase it. Then re-enter until the number is just as you want it.

7 Now, *while you can still see the fax number on the LCD*, press COM-OPTIONS *three times*. The LCD shows:

3.Relay Tx

8 Press ENTER. The LCD shows:

Group No. _

- 9** Use the numeric keypad to enter the two-digit identifier (01-32) for the first call group. You can specify up to 10 separate groups for each relay broadcast initiation. Between the entry of each new group, press **COM-OPTIONS** to insert a comma. **Do not** insert a comma after the *last* group number. For example, here, we enter **0, 4, COM-OPTIONS, 1, 1, COM-OPTIONS, 2, 4:**

Group No. 1,24_

Note: The LCD shows only four characters at a time.

Important: Again, **do not** insert a comma after the last group number.

When finished, press **ENTER**.

- 10** If you want the transmission to begin *immediately* every time you press the key, press **ENTER** and skip to step 13. If you want to *delay* the transmission, press **COM-OPTIONS, COM-OPTIONS, ENTER**.

- 11** Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

Time : 30/17:05

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** (*i. e.*, 00), and then the time when the fax could perform the command:

Time : 00/17:05

- 12** Press **ENTER, ENTER**.

- 13** The LCD now displays the next programmable one-touch key. If you *do not* want to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode. If you *do* want to enter or change another key's programming, go back to step 4.

Programming regular polling or sequential polling

Note: To *erase* a programmable one-touch key, refer to page 2.36.

To program a polling operation into a programmable one-touch key:

- 1** Press **PROGRAM, C, 1**. The LCD shows:

Enter P OneTouch

- 2** Press **ENTER**. The LCD shows either:

P1:No Number

... or indicates a command is already programmed into this key.

If **P1** is the key you want to program, skip to step 4. (However, our examples from here will say "P3" rather than "P1.")

- 3** Select the key in which you want to program a command or change a previously stored command and then press it. Here, we select **P3**.

P3:No Number

- 4** If you decide to select a different programmable one-touch key, go back to step 3 *before* going on to step 5.

- 5** Press **ENTER**. The LCD now shows briefly:

P3:Fax Number

then it will show either:

_ or 9-555-7312_

- 6** Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

9-555-0629_

Important: **Do not** press **ENTER**.

If performing regular (*not* sequential) polling, skip to step 8.

If performing sequential polling, proceed to step 7.

Note: If you make a mistake or want to erase previously entered numbers, press **CANCEL** to erase to the left. Or to change just one character in the number, press ◀ to move the cursor to the left, or ▶ to move it to the right, to that character. Press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

7 Use the numeric keypad to enter up to 120 fax numbers. These can be any combination of other one-touch keys, speed-dial numbers and numbers you enter with the numeric keypad.

Important: Do not press **ENTER**.

Between each number, press **COM-OPTIONS**, **ENTER** to enter a comma.

Important: Do not insert a comma after the **last** number.

9-555-0692,A,S01

Your display can show only 16 characters at a time. To view characters beyond those 16, press ◀ to scroll to the left or ▶ to scroll to the right.

Note: If you make a mistake or want to erase previously entered numbers, press **CANCEL** to erase to the left. Or to change just one character in the number, press ◀ to move the cursor to the left, or ▶ to move it to the right, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

8 Now, while you still can see the fax number on the LCD, press **COM-OPTIONS** four times. The LCD shows:

4.Polling

9 press **ENTER**. The LCD shows:

Polling

10 If you want the polling to begin *immediately* every time you press the key, press **ENTER** and skip to step 13. If you want to *delay* the polling, press **COM-OPTIONS**, **COM-OPTIONS**, **ENTER**.

11 Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

Time: 30/17:05

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** (*i. e.*, *00*), and then the time when the fax could perform the command:

Time: 00/17:05

12 Press **ENTER**, **ENTER**.

13 The LCD now displays the next programmable one-touch key. If you *do not* want to enter or change *any other* key's programming, press **STOP** to return your machine to standby mode. If you *do* want to enter or change another key's programming, go back to step 4.

Programming an F-code transmission

Note: To erase a programmable one-touch key, refer to page 2.36.

Note: For F-code transmission to occur, three things must be true:

- The remote fax machine must support ITU-T subaddress (and password) capabilities.
- A mailbox(F-code box) with an ITU-T subaddress must exist on the remote fax. (It does not have to have a ITU-T password.) If the other machine doesn't have at least one box with a subaddress, F-code communication will be impossible.
- You must know the ITU-T subaddress and (if applicable) password information for the mailbox (F-code box) on the remote machine.

To program an F-code transmission into a programmable one-touch key:

1 Press **PROGRAM**, **C**, **1**. The LCD shows:

Enter P OneTouch

- 2** Press **ENTER**. The LCD either shows:

P1:No Number

... or indicates a command is already programmed into this key.

If **P1** is the key you want to program, skip to step 4. (However, our examples from here will say "P3" rather than "P1.")

- 3** Select the key in which you want to program a command or change a previously stored command and then press it. Here, we select **P3**.

P3:No Number

- 4** If you decide to select a different programmable one-touch key, go back to step 3 *before* going on to step 5.

- 5** Press **ENTER**. The LCD now shows briefly:

P3:Fax Number

then it will show either:

— or **9-555-7312_**

- 6** Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length:

9-555-0629_

Important: Do **not** press **ENTER**.

Your display can show only 16 characters at a time. To view characters beyond those 16, press **◀** to scroll to the left or **▶** to scroll to the right.

Note: If you make a mistake or want to erase previously entered numbers, press **CANCEL** to erase to the left. Or to change just one character in the number, press **◀** to move the cursor to the left, or **▶** to move it to the right, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

- 7** Now, *while you can still see the fax number on the LCD*, press **COM-OPTIONS** five times. The LCD shows:

5.F-Code Tx

- 8** Press **ENTER**. The LCD shows briefly:

Enter SubAddress

—

- 9** Enter an ITU-T subaddress for the box to which you want to send the document. The ITU-T subaddress can be up to 20 characters in length and can include any combination of numbers and the * and # symbols. Do not include other non-numerical characters. In this example, we enter 6*54321#.

6*54321#_

- 10** Press **ENTER**. The display will show briefly:

Enter Password

—

Note: If you know that this ITU-T subaddress does not have a ITU-T password, skip to step 12.

- 11** Enter a appropriate ITU-T password for the box. The ITU-T password can be up to 20 characters in length and can include any combination of numbers and the * and # symbols (but no other non-numerical characters). In this example, we enter 1*23456#1.

1*23456#1_

Note: If you make a mistake, press **CANCEL** to back up, then enter the correct number.

When the entry is complete, press **ENTER**.

- 12** If you want the transmission to begin immediately every time you press the key, press **ENTER** again and skip to step 15.

If you want to delay the transmission, press **COM-OPTIONS**, **COM-OPTIONS**, **ENTER**.

13 Instruct your fax to carry out this delayed command in one of the following ways:

Option 1: Perform the command once at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

Time : 30/17:05

Option 2: Perform the command at a certain time each day you press the key. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter 0, 0 (i. e., 00), and then the time when the fax could perform the command:

Time : 00/17:05

14 Press ENTER, ENTER.

15 The display now shows the next programmable one-touch key. If you do not want to enter or change any other key's programming, press STOP to return your machine to its usual standby mode. If you do want to enter or change another key's programming, go back to step 4.

Programming F-code polling

Note: To erase a programmable one-touch key, refer to page 2.36.

Note: For F-code polling to work, two things must be true:

- The document which you are polling must exist on the remote machine in an F-code (ITU-T sub-addressing/password) box.
- You must know the remote fax's ITU-T subaddress and (if applicable) password for each box you want to poll.

To program an F-code operation into a programmable one-touch key:

1 Press PROGRAM, c, 1. The LCD shows:

Enter P OneTouch

2 Press ENTER. The LCD either shows:

P1:No Number

... or indicates a command is already programmed into this key.

If P1 is the key you want to program, skip to step 4. (However, our examples from here will say "P3" rather than "P1.")

3 Select the key in which you want to program a command or change a previously stored command and then press it. Here, we select P3.

P3:No Number

4 If you decide to select a different programmable one-touch key, go back to step 3 *before* going on to step 5.

5 Press ENTER. The LCD now shows briefly:

P3:Fax Number

then it will show either:

_ or 9-555-7312_

6 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

9-555-0629_

Important: Do **not** press ENTER.

Your display can show only 16 characters at a time. To view characters beyond those 16, press ◀ to scroll to the left or ▶ to scroll to the right.

Note: If you make a mistake or want to erase previously entered numbers, press CANCEL to erase to the left. Or to change just one character in the number, press ◀ to move the cursor to the left, or ▶ to move it to the right, to that character and press CANCEL to erase it. Then re-enter until the number is just as you want it.

7 Now, while you still can see the fax number on the display, press COM-
OPTIONS *six times*. The LCD shows:

6.F-Code Polling

8 Press ENTER. The LCD shows briefly:

Enter SubAddress

_

- 9** Enter an ITU-T subaddress for the box to which you want to send the document. The ITU-T subaddress can be up to 20 characters in length and can include any combination of numbers and the * and # symbols. Do not include other non-numerical characters. In this example, we enter 6*54321#.

6*54321#_

- 10** Press **ENTER**. The LCD will show briefly:

Enter Password

_

Note: If you know that this ITU-T subaddress does not have an ITU-T password, skip to step 12.

- 11** Enter an appropriate ITU-T password for the box. The ITU-T password can be up to 20 characters in length and can include any combination of numbers and the * and # symbols. Do not include other non-numerical characters). In this example, we enter 1*23456#1.

1*23456#1_

Note: If you make a mistake, press **CANCEL** to back up, then enter the correct number.

When the entry is complete, press **ENTER**.

- 12** If you want the transmission to begin immediately every time you press the key, press **ENTER** again and skip to step 15.

If you want to delay the transmission (perhaps to take advantage of lower phone rates), press **COM-OPTIONS**, **COM-OPTIONS**, **ENTER**.

- 13** Instruct your fax to carry out this delayed command in one of the following ways:

Option 1: Perform the command once at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

Time : 30/17:05

Option 2: Perform the command at a certain time each day you press the key. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter 0, 0 (i. e., 00), and then the time when the fax could perform the command:

Time : 00/17:05

- 14** Press **ENTER**, **ENTER**.

- 15** The LCD now shows the next programmable one-touch key. If you do not want to enter or change any other key's programming, press **STOP** to return your machine to its usual standby mode. If you do want to enter or change another key's programming, go back to step 4.

Erasing a programmable one-touch key

- 1 Press **PROGRAM**, **C**, **2**. The LCD shows:

Erase P OneTouch

- 2 Press **ENTER**. The LCD shows something like:

P1:Delayed

If **P1** is the key you want to erase, skip to step 4. (However, our examples from here will say "P3" rather than "P1.")

- 3 Press the programmable one-touch key you want to erase. Here, we select **P3**:

P3:Polling

- 4 If you decide to erase a different programmable one-touch key, just press that key before going on step 5.

- 5 Press **ENTER**. The LCD shows:

Check Prog/Enter

Important: If you want to quit without erasing the programmable one-touch key you have selected, press **PROGRAM**. The fax will return to step 3.

- 6 Press **ENTER** to erase the number.

** Complete **

To erase another programmable one-touch key, repeat steps 3–6. Or press **STOP** to return to standby mode.

Printing a list of your programmable one-touch keys

Your fax machine can print a list of the commands you have stored in your programmable one-touch keys. The list includes each key's one-touch letter, the telephone number, when the command should start, which command you have selected and — if applicable — the selected call group(s) for relay broadcast initiation you have stored in the key.

To print the list, press **PROGRAM**, **C**, **3**, **ENTER**.

Programmable one-touch fax dialing

To dial a fax call using a programmable one-touch number:

- 1 Insert the document.
- 2 Adjust resolution and contrast if necessary.
- 3 Press the programmable one-touch key in which you have stored the number.

Your fax will perform the operation either now or at whatever other time you set.

Note: To review the details for each operation, please review the its instructions. See page 2.28 for a list of where to find each operation.

If you programmed this key to delay its operation, the LCD will briefly show the below and return to normal standby mode:

** Reserved **

However, if you programmed this key to perform the operation immediately after the key press, the LCD shows the number:

9-1-972-555-4335

Keeping things secure

Your machine's security features can help you *keep* private fax documents private, avoid unwanted outside communication and even protect against unauthorized use of your machine.

The key to it all: the passcode

Your machine has a *protection passcode* system which is central to the machine's security features. If you set the passcode to anything besides *0000*, this passcode provides access to many other security features.

To set your machine's passcode:

- 1 Decide upon the four-digit passcode (*0001-9999*) you want to use. Write the passcode down, and *put it in a safe place*.

Important: Do *not* use *0000*. This turns off passcode protection.

- 2 Press PROGRAM, J, 1, 5.

Protect Passcode

- 3 Press ENTER.

OldPasscode:****

- 4 If you are *creating* the passcode, use the numeric keypad to enter *0000*. If you are *modifying* an *existing* passcode, enter the existing passcode.

- 5 Press ENTER.

- 6 Enter the desired four-digit passcode. Here, we enter *6296*:

NewPasscode:6296

- 7 Press ENTER to save the passcode.

Note: Anytime you want to turn off the passcode, repeat steps 1-7 and enter *0000* in step 6.

Operation protection

Important: For this feature to work, you must have set the passcode, as described in the left column.

When operation protection is activated on your machine, only users who enter the proper passcode (see "The key to it all: the password," left column) can use it.

Activating operation protection

- 1 Press PROGRAM, J, 1, 6.

Set Opr. Protect

- 2 Press ENTER. The LCD shows:

Passcode :****

- 3 Use the numeric keypad to enter the passcode. Here, we enter *6296*:

Passcode :6296

- 4 Press ENTER. The LCD shows:

Opr. Protect :Off

- 5 If the setting you see is acceptable, skip to step 7. If not, go on to step 6.

- 6 To change the setting, press ◀ or ▶ once or twice until the setting you want appears. In this example, we chose "On."

Opr. Protect :On

- 7 Press ENTER to save the setting.

Using your fax machine during operation protection

- 1 When you press any key on your machine, the LCD shows:

Passcode :****

- 2 Use the numeric keypad to enter the four-digit passcode (here, we enter the passcode we set previously; see page 2.37).

Passcode :6296

If you enter the correct four-digit passcode, the machine now will let you go on to the next step in the fax operation.

Note: If you start an operation while the first is still underway, the machine will again ask for the passcode before proceeding with your new request. However, the first operation will proceed unaffected, even if you fail to enter the correct passcode for the second entry.

Security reception

With your fax machine's *security reception*, you can tell it to keep *all* received faxes in memory and not to print them. Later, you instruct it to print out the saved faxes. This is great if, for example, you have concerns about after-hours workers nosing around in documents intended for *your eyes only!*

Important: For this feature to work, you must have preset the passcode (see page 2.37) to something besides *0000*. You must also *know* the passcode.

Note: In the following instructions, your machine's LCD shortens the word *Transmission* to *Tx* and the word *Receive* to *Rx*.

Activating security reception

- 1 Press PROGRAM, K, 1.

Set Security Rx

- 2 Press ENTER. The LCD shows:

Passcode :****

- 3 Use the numeric keypad to enter the passcode. Here, we enter *6296*:

Passcode :6296

- 4 Press ENTER. The LCD shows:

Security Rx: Off

- 5 If the setting you see is acceptable, skip to step 7. If not, go on to step 6.

- 6 To change the setting, press ◀ or ▶ once or twice until the setting you want appears. In this example, we chose "On."

Security Rx: On

- 7 Press ENTER. The LCD shows the machine's current clock setting:

Time : 15:42

- 8 If you want security reception to begin *now* (and at this same time every day), skip to step 10. If not, go on to step 9.

- 9** Use the numeric keypad to enter the time (24-hour format) when security reception should begin every day. Type over the numerals displayed. Here, we enter 17:35 (5:35 PM):

Time: 17:35

To change a digit, press ◀ to move to the left, or ▶ to move to the right, to that digit. Then, enter the correct digit.

- 10** Press ENTER to save the setting.

Printing from security reception and turning it off

When security reception is active, an incoming fax goes directly into your machine's memory and the MEMORY RECEIVE light comes on. The fax is not printed.

To retrieve the faxes received during security reception and to return your machine to normal reception until the next time:

- 1** Press PROGRAM, K, 2.

Print Mem Rx Doc

- 2** Press ENTER. The LCD shows:

Passcode :****

- 3** Use the numeric keypad to enter the passcode. Here, we enter 6296:

Passcode :6296

- 4** Press ENTER.

- If you enter the correct passcode, your fax machine will print all documents in its memory and then erase them. It will also turn security reception off until the next time it's programmed to security receive.
- If you enter an incorrect code, your fax machine will refuse to print and security reception remains active.
- If your fax machine has not received any documents, "No Doc. Stored" message will show on the LCD and security reception remains active.

Masking the PIN

To prevent unauthorized long-distance calls, some office telephone systems require you to enter not only the phone number but also a *personal identification number (PIN)* whenever you dial an outside number beginning with 1.

If that's true for you, you'll probably want to keep that PIN confidential, so unauthorized persons can't use it. Fortunately, your fax's *PIN mask feature* makes such confidentiality possible. With the PIN mask activated, you can dial a fax number plus a PIN, but the PIN will not appear in a journal, error message printout, delayed command list or even TCR, where an unauthorized user might see it. The PIN may be up to eight characters in length (it can include the * or # symbols, if necessary), and can be entered from the numeric keypad.

Important: For this feature to work, the passcode (see page 2.37) must be something besides 0000. You must also *know* the passcode.

There are three possible settings for the PIN mask feature:

- *Off* — The feature is not working. Any PIN you enter will appear on any display or printout which shows what you dial.
- *Mode 1* — Each *remote fax unit* has a departmental PIN access code.
- *Mode 2* — Each *fax user* has a departmental PIN access code.

Note: If you select Mode 1 and you will use a one-touch or speed-dial number, you must store the PIN access code for the remote unit within that number. However, if you select Mode 2, this is not necessary. (See "Autodialing while using the PIN mask," page 2.40 for further details.)

Activating the PIN mask

Important: For this feature to work, you must have preset the passcode to something besides 0000. If necessary, review "The key to it all: the passcode," page 2.37.

- 1** Press PROGRAM, J, 1, 7.

Set PIN Mode

- 2** Press ENTER. The LCD shows:

Passcode :****

- 3 Use the numeric keypad to enter the four-digit passcode. In our example here, we enter *6296*.

Passcode : **6296**

Note: If you enter an invalid passcode, the machine's security feature will abort the operation.

- 4 Press ENTER.

PIN Mode: **Off**

- 5 If the setting you see is acceptable, skip to step 7. If not, go on to step 6.

- 6 To change the setting, press ◀ or ▶ repeatedly until the setting you want appears. In this example, we chose "Mode1."

PIN Mode: **Mode1**

- 7 Press ENTER.

Autodialing while using the PIN mask

Note: The following instructions presume you are familiar with how to set and use your machine's autodialer. If you need to review, see pages 2.7–2.13.

Note: If the PIN mask feature is off, you use the autodialer normally.

If you specified "Mode 1"

In this mode, before autodialing a number for the first time, you must add the PIN to its stored one-touch key or speed-dial number. Here's how:

- 1 Use the EasyDial directory to enter a name. The LCD shows:

Passcode : ********

- 2 Use the numeric keypad to enter the four-digit passcode. Here, we will use our sample passcode again.

Passcode : **6296**

- 3 Press ENTER. The LCD shows briefly:

Enter PIN Number

and then it shows:

—

- 4 Use the numeric keypad (including either * or #, if necessary) to enter the desired PIN, up to eight characters in length.

1057—

- 5 Press ENTER to save the PIN.

Note: If you press ENTER without entering the PIN, the fax machine beeps, indicates "Invalid Number" on the LCD and then returns you to step 4.

Now you may autodial the number as usual.

Important: While in PIN Mode 1, *any* autodialer numbers you use must include the PIN. This also applies to autodialer numbers used with programmable one-touch keys (see pages 2.28–2.35).

If you specified "Mode 2"

In this mode, you *do not* have to add the PIN to the autodialer setting. Instead, you enter the PIN manually each time you autodial:

- 1 Enter a speed-dial number. Here, we have enter speed-dial number 01:

S01—

- 2 Press START. (If you used a one-touch key, you don't need to press START.) The LCD shows briefly:

Enter PIN Number

and then it shows:

—

The machine now asks for the PIN.

- 3 Use the numeric keypad to enter the PIN.

1057—

- 4 Press ENTER. Your machine will dial the number.

Fax dialing from the numeric keypad while using the PIN mask

Note: If the PIN mask feature is off, dial normally.

If you have specified Mode 1 — use “star” power

- 1** Insert the document in the feeder.
Adjust resolution and contrast if necessary.
- 2** Enter the fax number, then press the * (“star”) key and enter the PIN.
The PIN always goes last. For example, to dial 19725550911 with a PIN of “1234”, enter 19725550911*1234:

19725550911*1234

- 3** Press **START**. The PIN disappears from the display, and your machine dials the desired phone number.

If you specified Mode 2

- 1** Insert the document in the feeder.
Adjust resolution and contrast if necessary.
- 2** Enter the fax number.

19725550911_

- 3** Press **START**. The LCD now shows briefly:

Enter PIN Number

and then it shows:

_

- 4** Use the numeric keypad to enter the PIN.

1234_

- 5** Press **ENTER**. Your machine will dial the number.

Dialing with a handset or on-hook dialing while using the PIN mask

Note: If the PIN mask feature is off, dial normally.

If you specified Mode 1 and are dialing from the numeric keypad

- 1** Lifting a handset or activating the monitor speaker (by pressing **MONITOR/CALL**).
- 2** Enter the phone number, then press the * (“star”) key and enter the PIN.
The PIN always goes last. For example, to dial 19725550911 with a PIN of “1234”, enter 19725550911*1234:

19725550911*1234

If you specified Mode 2 and are dialing from the numeric keypad or either using a one-touch key or speed-dial number

- 1** Lift a handset or press **MONITOR/CALL** to turn on the monitor speaker).
- 2** Enter the phone number. Use either the numeric keypad, one-touch key or speed-dial number.

19725550911_

- 3** Press the * (“star”) key. (If you used either a one-touch key or speed-dial number, you don’t need to press * (“star”) key.) The LCD now shows briefly:

Enter PIN Number

and then it shows:

_

- 4** Use the numeric keypad to enter the PIN.

1234_

- 5** Press **ENTER**. Your machine will dial the number.

If you specified Mode 1 or Mode 2 and are dialing using either one-touch a key or speed-dial number

See “Autodialing while using the pin mask,” page 2.40.

Setting for use with a closed network

For maximum communications security, use a *closed network*. This limits your machine to faxing to and from only other Muratec fax machines with the proper passcode.

Important: The passcode you use for closed network operation (and limiting polling access; see page 2.20) is **not** the same as the protection passcode.

Once set for a closed network, your machine will disconnect calls coming in from other machines.

To set your fax machine's closed network password:

1 Decide upon the four-digit closed network passcode (0000-9999) you want to use. Write it down, and *put it in a safe place*.

2 Press PROGRAM, J, 0, 9.

Set Passcode

3 Press ENTER. The LCD shows the current code:

Passcode : 0000

If the setting you see is acceptable, skip to step 5.
If not, go on to step 4.

4 Use the numeric keypad to enter the desired four-digit closed network passcode.

Passcode : 5627

5 Press ENTER to save the setting.

Note: To turn off the closed network passcode and return to normal fax reception, change the code to 0000 by repeating steps 2-5 and entering 0000 in step 4.

To set your fax machine to operate in a closed network:

1 Press PROGRAM, J, 1, 0.

Closed Network

2 Press ENTER. The LCD shows your fax's current setting:

Closed Net.: Off

If the setting you see is acceptable, skip to step 4.
If not, go on to step 3.

3 To change the setting, press ◀ or ▶ once or twice until your chosen setting appears. In this example, we chose *On*.

Closed Net.: On

4 Press ENTER to save the setting.

Setting Block Junk Fax

Your fax machine's *Block Junk Fax* feature lets you bar the gates against unauthorized incoming faxes ("junk fax"). Before beginning, first understand *how* this feature works, to determine if it's right for you. There are four possible settings:

- *Off* — The feature is not activated.
- *Mode 1* — Your fax machine checks whether any phone number in your autodialer matches the last four digits of the remote fax's subscriber ID. If it doesn't find a match, your machine disconnects the call.
- *Mode 2* — This mode rejects any call from a number whose last four digits match any number in the *blocked numbers list*.
- *Mode 3* — This rejects both numbers *not* in the autodialer and numbers that *are* in the blocked numbers list. This lets you keep a number on your autodialer yet still block its incoming calls by putting it in the blocked numbers list.

Before you activate the Block Junk Fax feature, consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — With this feature activated, your machine would reject faxes from such machines.
- *Access codes can cause confusion.* — If an autodialer entry ends with these long-distance or other codes, Block Junk Fax will block out calls from those faxes.

If you decide to activate Block Junk Fax, here's how:

1 Press PROGRAM, J, 1, 1.

Block Junk Fax

2 Press ENTER. The LCD shows your fax's current setting:

Block Junk: Off

If the setting you see is acceptable, skip to step 4.
If not, go on to step 3.

3 To change the setting, press ◀ or ▶ once or twice until the setting you want appears. In this example, we chose *Mode2*.

Block Junk: Mode2

- 4** Press **ENTER** to save the setting.
What you do next depends upon what you selected in step 2 or 3:
- If either *Off* or *Mode1*, the machine will return to standby mode.
 - If either *Mode2* or *Mode3*, proceed to step 5.

- 5** The LCD now asks if you want to enter a number:

BlockJunk Dial

If you want to enter or modify a number, press **ENTER** and proceed to step 6. Otherwise, press **PROGRAM** and skip to step 11.

- 6** Depending on whether you already enter at least one number into the blocked numbers list, the display shows one of the following:

01: __ or 01: 555-2971

If you have *not* entered any numbers in the blocked numbers list, skip to step 8. If not, go on to step 7.

- 7** If you want to modify an existing entry in the blocked numbers list, press **▶** or **◀** repeatedly until you see the number you want to modify. Then press **ENTER**.

... or ...

If you want to enter a new number in an already-started blocked numbers list, press **▶** or **◀** repeatedly until you find an empty position in the list. Then press **ENTER**.

- 8** Use the numeric keypad to enter *the last eight characters* of a fax number you want to block. For example, if you want to block a fax from someone with a Subscriber ID of *972-555-3038*, you should enter **5, 5, 5, -, 3, 0, 3, 8**:

01: 555-3038__

To change only a specific digit of an entry, press **◀** to move to the left or **▶** to move to the right until the cursor is under the digit, then use the numeric keypad to enter the correct digit.

Note: You can store up to 30 blocked numbers.

- 9** Press **ENTER** to save the setting. The display will show the next "slot" in the blocked numbers list.
If you *do not* want to enter or change a number for this slot, proceed to step 10.
If you *do* want to enter or change a number for this slot, repeat steps 6–9.
- 10** Press **STOP**. The display now asks if you want to print the list.

Print Junk Dial

- 11** If you *do* want to print the list, press **ENTER**.
If you *do not* want to print it, press **STOP** and your machine will return to its normal standby mode.

Clearing a number from the blocked numbers list

To *clear* a number from the list:

- 1** Press **PROGRAM, J, 1, 1**.

Block Junk Fax

- 2** Press **ENTER**. The LCD shows your fax's current setting:

Block Junk Off

If your Block Junk Fax setting is either *Mode2* or *Mode3*, skip to step 4. If not, go on to step 3.

- 3** Press **◀** or **▶** until you see your preference, *Mode2* or *Mode3*.

Block Junk Mode2

- 4** Press **ENTER, ENTER**. The display shows:

01: 555-2971

If this is the number you want to clear, skip to step 6. If not, go on to step 5.

- 5** Press **▶** or **◀** repeatedly until you see the number you want to clear.

- 6** Press **CANCEL** to clear the number.
To clear another number from the blocked numbers list, repeat steps 5–6. If not, go on to step 7.

- 7** Press **STOP**. The LCD now asks if you want to print the blocked numbers list.

Print Junk Dial

If you *do* want to print the list, press **ENTER**.
If not, press **STOP** to return your machine to its normal standby mode.

Special features

Your fax machine has a number of special features to make your communications easier. We will cover them here.

Cover page

Your fax machine can store a *cover page* to send at the beginning of each outgoing fax. This page includes the current date and time, your Location ID and your fax number (as stored in the TTI) and a message of up to 40 characters in length. The information appears in a box similar to this:

Fax Message From:	
Sep 27 1999 14:00	
<u>Name:</u>	<u>And Sew It Goes Co.</u>
<u>Fax Number:</u>	<u>972-555-2009</u>
We appreciate your business. Thank you!	

Note: If you send to another plain-paper fax machine, that machine will print this cover page as a full-sized page with the information box at the top, followed by the actual document you are faxing. If you send to a *thermal*-paper fax machine, the size of the bottom margin of the cover page will vary from one model to the next.

Toggleing the cover page

1 Press **PROGRAM, H, 1**. The LCD shows:

Set Cover Page

2 Press **ENTER**. The LCD shows:

Cover Page: Off

3 To tell the fax machine it *should* send a cover page before each document you transmit, press **◀** or **▶**.

Cover Page: On

Note: If you want to abort the operation so the cover page feature *won't* work, press **◀** or **▶** again so that "Off" appears. Press **STOP**.

4 Press **ENTER** to save the setting.

Now the cover page feature is working but your message line (shown in the example, *left*, as "We appreciate your business. Thank you!") is blank. To enter that message line:

Entering the cover page message

1 Press **PROGRAM, H, 2**.

Enter Cover Page

2 Press **ENTER**. The LCD shows briefly:

Cover Page

then it shows:

_ABCDEF >

- 3** Use the numeric keypad to enter a message for the cover page. The message can be up to 40 characters in length. Enter the message the same way you entered your fax name during EasyStart. Let's review the process:

On the LCD, you will see the character set currently available, such as:

_ABCDEF >

To find a different character, press **2** or **8** over and over again to scroll through character sets until you see the one you want.

If you need to include a space, one can be found at the beginning and end of each character set.

When you see the character you want:

- Press either **4** or **6** to move the cursor until it covers the desired character.
- Then press **5** to enter the character and move on to the next entry.

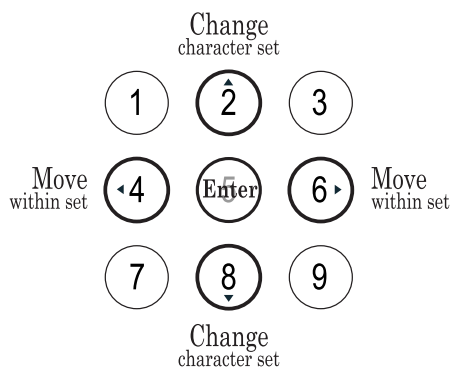
Note: If you make a mistake, just press **CANCEL** to erase to the left. Then continue to enter the character(s) you want.

Note: As you enter characters, the LCD will scroll to the left so you can view entries longer than five characters.

- 4** When the message is as you want it, press **ENTER** to save it.

Printing the cover page

To print a sample cover page from your fax machine. Press **PROGRAM, H, 3, ENTER**.



Managing your fax with its journal and reports

Setting the activity journal

Just as a checkbook records your financial transactions, your fax machine keeps an *activity journal* which records its 50 most recent fax transactions. The activity journal lists the following information for each fax transaction:

- *Assigned number*, starting each day at number 1
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result of the call* — If preceded by an asterisk (*), this signifies an ECM communication (see page 2.4)
- *Any special operations* — For example, a fax call made using an handset will appear as "Manual"

If you want, your fax machine will print the activity journal automatically after 50 transactions. To toggle this automatic printing on or off:

- 1** Press **PROGRAM, G, 1**. The LCD shows:

Journal On/Off

- 2** Press **ENTER**. The LCD shows the current setting:

Auto Print: Off

If this setting you see is acceptable, skip to step 4.

If not, go on to step 3.

- 3** To change the setting, press **◀** or **▶** once or twice until the mode you want appears. Here, we chose *On*.

Auto Print: On

- 4** Press **ENTER** to save the setting.

Printing an activity journal manually

To see an activity journal *immediately*, just print the journal manually at any time by pressing **PROGRAM, G, 2, ENTER**.

Setting the Transmit confirmation reports: TCRs

Your fax machine can print a *transmit confirmation report* after sending a fax to any Group 3 fax machine.

What the reports tell you

The TCR gives you the following information for each communication:

- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result* of the call
- *Any special operations* — For example, a fax call made using an handset will appear as “Manual”
- *Sample of the document* — An image of the first page of the document

If an error occurs, the TCR tells you the remote location called and the *error code* and *error message* (see pages 3.6–3.7).

To set your machine to print these reports:

- 1 Press **PROGRAM**, **G**, **3**. The LCD shows:

Set TCR

- 2 Press **ENTER**. The LCD shows the current setting:

TCR : Off

Your machine is asking whether it should print the TCR automatically after every fax you send.

If the print setting you want appears, skip to step 4.

If not, go on to step 3.

- 3 To toggle the print setting, press ◀ or ▶ once or twice until the setting you want appears. Here, we chose *On*.

TCR : On

- 4 Press **ENTER** to save the setting.

To turn the transmit confirmation report on or off for *only* the next fax transmission, press **REPORT**.

What happens next will depend on the setting you made in steps 1-4:

- **If you chose ON, and the report light glows:**
Pressing the **REPORT** key will turn off the light and disable the TCR printing for this transmission.
- **If you chose OFF, and the report light does not glow:**
Pressing the **REPORT** key will turn the **REPORT** light on and activate the TCR printing for this transmission.

If you want to turn the TCR feature on or off for only this fax transmission while scanning or transmitting the document:

- If you specified transmission from memory, press **REPORT** while the fax scans your document into memory.
- If you specified transmission from the feeder, press **REPORT** while the fax machine communicates to the other fax machine.

After you've sent that one transmission, your machine will return to the setting you specified in steps 1-4.

OneLine + distinctive ring detection

It used to be that, to have two phone numbers, you had to have two phone lines, along with the expensive phone equipment that goes with it. But many phone companies now offer their customers a special service which makes it possible for one phone line to do the work of two.

With this service, you physically still have one phone line, but electronically, you have two phone *numbers*. Your phone recognizes these different numbers and rings differently for each one.

For example, this makes it easy for you to have both a business number and a home number on one phone line, so you can answer one with “Jane Doe Consulting,” and the other with “Hello.” You get the idea. This works because you can tell the difference between the distinctive *patterns* of the two rings.

Your fax machine, too, is smart enough to tell the difference between two different numbers that is ringing it. All you have to do is give it a little help at the beginning and begin to enjoy the benefits of its *OneLine + distinctive ring detection (DRD) feature*.

In order to use OneLine + DRD, your phone company must set up your distinctive ring service. When it does, it will assign a *ring pattern*, expressed in time. For example, the standard telephone ring is 2 seconds “on” (ringing) and 4 seconds “off” (silent), after which it repeats itself (hence the term, *ring pattern*).

Some telephone companies provide only a very general description — for example, “short-short-long” — of their DRD ring patterns. Fortunately, though, your fax has eight possible distinctive ring patterns for use with OneLine + DRD. One of them should work with your phone company’s DRD service. This chart lists the patterns:

Pattern	One complete ring pattern (seconds)
A	0.8 on, 0.4 off
B	0.4 on, 0.2 off, 0.4 on, 0.2 off, 0.8 on, 4.0 off
C	0.3 on, 0.2 off, 1.0 on, 0.2 off, 0.3 on, 4.0 off
D	1.0 on, 0.5 off, 1.0 on, 3.5 ms off
E	0.5 on, 0.5 off, 0.5 on, 0.5 off, 1.0 on, 3.0 off
F	0.5 on, 0.5 off, 1.0 on, 0.5 off, 0.5 on, 3.0 off
G	0.4 on, 0.6 off, 0.4 on, 4.6 off
H	1.5 on, 0.5 off, 0.5 on, 3.5 off
I	2 on, 4 off

For example: pattern c is 0.3 seconds ringing, 0.2 seconds silent, 1 second ringing, 0.2 seconds silent, 0.3 seconds ringing and 4 seconds silent; then it goes back to the first 0.3-second ring and starts over.

To use DRD on your fax machine:

1 Contact your phone company and confirm that the phone company has set up DRD service for you. If possible, also find out which distinctive ring pattern the phone company has assigned you.

2 Press **PROGRAM, J, 1, 8**.

Set DRD

3 Press **ENTER**. The LCD shows:

DRD: Off

If you see the setting you want, skip to step 5.
If not, go on to step 4.

4 To change the setting, press **◀** or **▶** once or twice until the mode you want appears. Here, we chose *On*.

DRD: On

5 Press **ENTER**.

Ring Pattern: A

6 If “A” is the pattern you want, skip to step 8.
If not, proceed to step 7.

7 Press **◀** or **▶** repeatedly until your desired pattern appears (in our example here, “C”):

Ring Pattern: C

8 Press **ENTER** to set your machine to the displayed ring pattern.

Important: If your telephone company gives you only very general ring pattern specifications, *or* if you otherwise encounter a problem while trying to use your machine’s DRD feature, **please try ALL of the listed ring patterns**. (If you still have a problem after trying **all** of the patterns, please call the Muratec Customer Support Center. From the United States, call 972-364-3350; for the number to call from Canada, check your in-box documentation).

Important: With your machine set for DRD, it won’t respond to any ring pattern other than the one you selected above. To reset the fax so it will respond once again to normal rings, repeat steps 2–4. **But** in step 3, toggle it to “Off.” Your fax will now respond normally.

Call request

Wondering why your monitor speaker’s activation key is called **MONITOR/CALL**? Now, we will explain the *CALL* part of the name. It may be hard to believe, but you actually can send or receive a fax message *and* have a regular phone conversation *on the same call* (although, obviously, not at the same time). This is called a *call request*. It does not matter whether you are sending the fax or receiving it. You may fax first and then talk, or talk first and then fax.

Important: For this feature to work, the remote fax machine must have a similar call-request capability.

Faxing/receiving first, then talking

To send or receive a fax first and then talk:

1 While your fax machine is sending or receiving the fax, press **MONITOR/CALL**.

2 At the remote fax machine, the ringer will ring after that machine receives each page.

- 3 If someone answers at the remote fax machine, your fax machine will ring several times. If so, pick up the handset. In a few seconds, the line will open and you can begin your conversation.

Talking first, then sending a fax

To talk first and then send a fax:

- 1 When your phone conversation is finished, *do not hang up*.
- 2 Insert the document you want to fax.
- 3 Adjust resolution and contrast if necessary.
- 4 Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up your handset yet!*
- 5 When you hear fax tones, press **START** and hang up your fax machine's optional handset. Your fax machine will send the document.

Talking first, then receiving a fax

To talk first and then receive a fax:

- 1 When your phone conversation is finished, *do not hang up*.
- 2 Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up yours yet!*
- 3 When you hear fax tones, press **START** and hang up your machine's optional handset. Your machine will receive and print out the document.

Responding to a call request

If someone requests a call *from* you during a fax communication, you will hear a long ring after the receiving machine has received each page. To answer the call request:

- 1 Lift your machine's handset, and listen for a few seconds. You may hear a brief series of fax tones.
- 2 Shortly, the line will open and the person at the other end of the line will answer. You and the other person now can have a normal phone conversation.

Caller-ID

Caller-ID is your local telephone company's service that allows you to see a display of the caller's phone (or fax) number or name before either your fax machine automatically receives the call or you pick up the handset.

If you order the caller-ID service from your local telephone company, the following information will show on the LCD while your machine is ringing:

- The first 16 characters of the caller's phone number or name on the LCD — If both the caller's phone number and name are received, only the name will appear on the LCD.
... *or* ...
- "Private", meaning that the caller intentionally blocked the transmission of his/her ID.
... *or* ...
- "Out Of Area", meaning that the call came from outside your caller-ID service area.

Note: Your fax machine cannot receive the caller-ID in the following cases:

- While either the fax machine is communicating or you are making a telephone call.
- The number of rings is set to one ring.
Please set the number of rings to two or more rings to receive the caller-ID.
- The line condition is poor.

Note: For more information about caller-ID service, please contact your local telephone company.

Caller -ID directory dialing

Your fax machine saves the 10 most recent incoming caller-IDs. When the 11th call is received the oldest caller-ID will be erased automatically.

Note: To use the caller-ID directory, at least one caller-ID must be received.

- 1 If you want to use the caller-ID directory to make a regular phone call, *make sure there is no document in the feeder* and then skip to step 3.
If you want to use the caller-ID directory to send a fax, insert the document.
- 2 Adjust resolution and contrast if necessary.
- 3 Press **SPEED DIAL/TEL INDEX** twice. The LCD shows the latest caller-ID.
Note: If your machine doesn't have any caller-IDs stored, it will show the EasyDial directory (see page 2.13) on the LCD.

4 Scroll through the listings to find the one you want. You do this by pressing **SPEED DIAL/TEL INDEX**.

Note: Do not press **2, 4, 6** or **8** on the numeric keypad. If you press **2, 4, 6** or **8**, the fax machine will change to the EasyDial directory.

5 When the LCD is showing the caller-ID you want to dial, press **START**.

- If there is a document in the feeder, your machine will dial a fax call to the selected number.
- If there isn't a document in the feeder, your machine will activate the monitor speaker and dial a regular phone call. At this point, you may either.
 - Lift the handset
 - or*
 - Listen to the monitor speaker until you hear the other person answer, and then lift the handset.

Printing the caller-ID List

You can print a list of the caller-IDs for the 10 most recent receptions.

The list includes the caller's name (if any), phone number and reception time.

To print the caller-ID list, press **PROGRAM, J, 2, 0, ENTER**.

PC-FAX feature: fax/computer connectivity

Thanks to its PC-FAX feature, your fax machine is not only a fax machine — it also can be an image scanner, and allows you to send and receive fax messages from within your favorite PC-based software applications.

PC-FAX feature requirements for your computer

To use the PC-FAX feature with your computer, you must have properly installed fax software on your computer.

Note: If there is no fax software installed on your computer, this feature serves no function. So, until you do install such software, you can skip making the RS-232C settings (see right column).

We have tested this interface with the following software:

- BitWare™ ver. 3.30
- BitWare™ Plus ver. 4.0
- HydraFax™ ver. 3.5 (34) [U.S. and Canada]
- LaserFax™ ver. 3.5 [Except North America]
- WinFax PRO™ ver. 4 for Windows 3.1 and ver. 7 for Windows 95®

Important: While this feature works with variety of Class 1-compatible fax software package, it does not work with *every* fax software package. If you experience trouble, try the following (in this order):

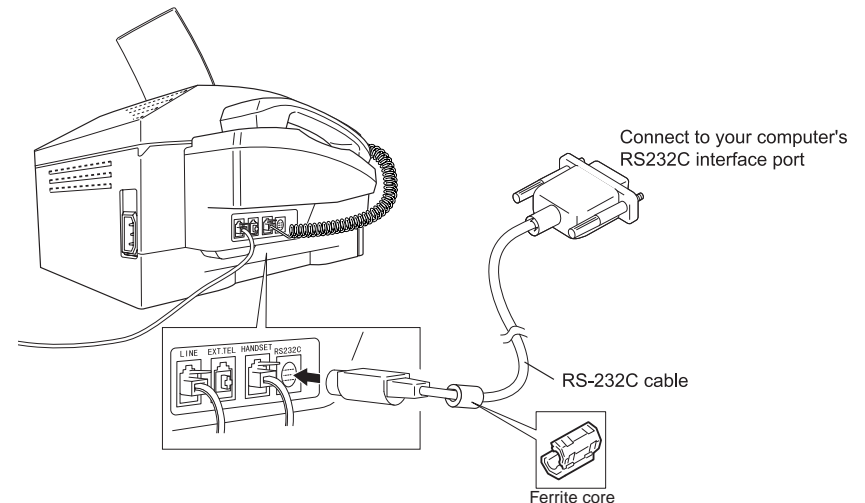
- Please confirm that you are following the directions beginning in the next column. Give it several more tries, strictly following our instructions.
- If you still have trouble, please contact your fax software package's maker.
- If the advice from your fax software manufacturer doesn't help, then the PC-FAX feature may not work with your computer system.

Bitware is a trademark of Cheyenne Software, Inc., a division of Computer Associates International, Inc.
WinFax is a trademark of Symantec Corporation.
Windows and Windows 95 are registered trademarks of Microsoft Corporation.
HydraFax is a trademark of Wordcraft International Ltd.

Making the PC-FAX connection

To set up your fax machine for using PC-FAX feature.

- 1** Turn off your fax machine by unplugging its power cord.
- 2** Connect one end of the RS-232C cable to the RS-232C interface port on your fax machine.
Note: Use the appropriate RS-232C cable for your machine. If you do not know which cable you use, please contact your authorized Muratec dealer or Muratec Customer Support Center (from the United States, call 972-364-3350. For the number to call from Canada, check your in-box documentation).
- 3** Connect the other end of the RS-232C cable to your computer's RS-232C port.
Note: If you do not know where your computer's port is, check the computer's operating instructions. Consult your fax software for specific instructions for settings, if necessary.



Note: If your RS-232C cable does not have a ferrite core already fitted, attach the ferrite core included in your fax machine's carton box (see page 1.2.)

Creating the RS-232C settings

Note: If you choose the wrong RS-232C parameters, your fax machine cannot communicate your computer.

- 1** Press **PROGRAM**, **L**, **2**,

Set RS232C

- 2** Press **ENTER**. The LCD shows the fax's RS-232C transmission speed (baud rate) in bps (bits per second):

Speed : Variable

Note: This setting is just for the RS-232C port. It does not change the speed at which your machine sends faxes.

- 3** If necessary, press **◀** or **▶** to choose the appropriate baud rate for your computer and software.

The settings are: Variable, or 600, 1200, 2400, 4800, 9600 or 19200 bps.

When you see your desired setting, press **ENTER**.

Note: If using any of the Muratec-tested packages other than either HydraFax or LaserFax, select Variable.

- 4** The LCD shows:

Parity :None

If necessary, press **◀** or **▶** to choose the data parity — None, Odd, or Even — and press **ENTER**.

- 5** The LCD will show:

Stop Bit : 1bit

If necessary, press **◀** or **▶** to toggle the stop bit between 1 bit or 2 bit.

When you see your desired setting, press **ENTER**.

- 6** The LCD shows:

Data Length:7bit

If necessary, press **◀** or **▶** to toggle the data length between 7 bit or 8 bit.

- 7** When you see the setting you want, press enter.

** Complete **

Now you are set to scan, transmit, receive and print!

Scanning from your fax to your computer

You can store logos, signatures, line art or even photographs onto your computer by using the fax machine to scan to your computer:

- 1** Make sure your fax is connected to your computer.
- 2** *Fax machine:* Insert the document. Adjust resolution and contrast if necessary.
- 3** *Computer:* Instruct your fax software to receive. If necessary, consult your fax software's instructions.
- 4** *Fax machine:* Press **PROGRAM**, **L**, **1**, **ENTER**.

PC-FAX Scan

Your fax software now will "receive" the fax onto your computer.

To cancel scanning in progress, just press **STOP**.

(To cancel the command after scanning the document, consult your software's operating instructions.)

Printing from your computer to your fax

With the RS-232C interface installed, you can now team your fax machine with your personal computer for direct printing of letters, graphics and other business correspondence from your computer's hard disk drive:

- 1** Make sure your fax is connected to your computer.
- 2** *Computer:* Use your application — for example, a word-processing program — to send the document to your fax software, just as if you were actually going to fax the document.
- 3** *Fax machine:* Make sure that you have stored your subscriber ID (your fax number) on your machine.
Note: See pages 1.12–1.14, for more on how to enter the subscriber ID.
- 4** *Computer:* When the fax software asks for the fax number to which you are sending the document, enter your subscriber ID.
- 5** *Computer:* Instruct your fax software to transmit. The fax machine will begin to print.

Sending/receiving faxes with your computer

You can receive documents from another fax onto your computer, as well as transmit documents from your computer to other faxes. As with scanning, the exact procedure for sending/receiving will vary depending upon how your computer's fax software works.

Note: Please consult your software's operating instructions for more details.

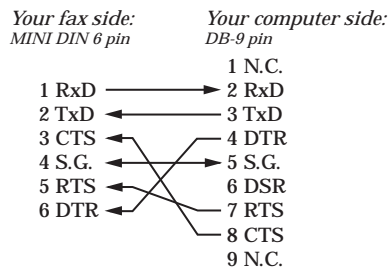
- 1** Make sure your fax is connected to your computer (see page 2.50).
- 2 Computer:** If your fax software allows it, turn off Error Correction Mode (ECM).
- 3 Computer:** Instruct your fax software to send or receive. The fax machine will begin either transmitting or receiving.

RS-232C interface cable

PIN assignment

Pin No.	Signal code	Signal name	Contents
1	RXD	Received data	The data sent to computer by your fax.
2	TXD	Transmitted data	Data signal sent from computer to your fax.
3	CTS	Clear to send	Data Enable signal for data transmission from your fax to your computer.
4	SG	Signal ground	Ground for signal.
5	RTS	Request to send	Signal for request to send data.
6	DTR	DTE ready	Data Terminal Enable — ready to communicate.

Signal direction



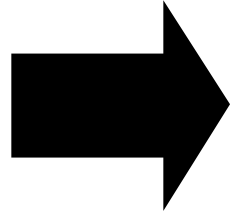
Note: Use the appropriate RS-232C cable for your machine. If you do not know which cable you use, please contact your authorized Muratec dealer.

“AT” commands

Note: This is a list of standard “AT” modem commands. For more information, please consult your fax software's instructions.

Command	Parameter	Description	Default value
A	none	Call answer	
D	0-9, *, #	Dial number	
	P	Pulse dial	
	T	Tone dial	
	,	Pause	
E	0	Not echo command character	E0
	1	Echo command character	
H	0	On Hook (Disconnect line)	
	1	Off Hook (Connect line)	
M	0	Monitor speaker is always off	M1
	1	Monitor speaker is on until carrier is detected	
	2	Monitor speaker is always on	
P	none	Set pulse dial mode	
T	none	Set tone dial mode	
V	0	Short formed response code	V1
	1	Long formed response code	
Z	none	Reset modem	
&F	none	Initialize to factory setting	
\Q	1	XON/XOFF flow control	\Q2
	2	RS/CS flow control	
+FCLASS?	none	Indicate current service class	
+FCLASS=?	none	Indicate service class capability	
+FCLASS=n	none	Set service class	
+FRH=n	none	Receive HDLC frame (n=3:300bps)	
+FLO=n	none	XON/XOFF flow control (n=1)	+FLO=2
	none	RS/CS flow control (n=2)	
+FRM=n	none	Facsimile receive message (14400/12000/9600/7200/4800/2400bps)	
+FRS=n	none	Detect silence for n × 10ms	
+FTH=n	none	Transmit HDLC frame (n=3:300bps)	
+FTM=n	none	Facsimile transmit message (14400/12000/9600/7200/4800/2400bps)	
+FTS=n	none	Wait for n × 10ms	

Just in case ...



*Tips on how
to care for
your machine.
and suggestions
to follow
in case of trouble.*

*Also, a Glossary
explains fax terms.*

What's inside this section

Clearing paper jams	3.2
Solving communications problems	3.4
Caring for your fax machine	3.8
Common questions	3.11
Glossary	3.14

We're online to help you!

Before you try calling for help, first give the *Muratec Information System* a try.

The Muratec Information System is available to you 24 hours a day, 7 days a week. You can use your fax machine to call this "fax-on-demand" system and receive printouts of information, such as the most common questions asked about your machine. Often, *this* is the fastest way to find out the answer to any question you may have. And it's a free call!

To use the Muratec Information System:

- 1** On your fax machine, obtain a dial tone by pressing **MONITOR/CALL**.
- 2** Call **1-800-215-1698**.
- 3** Follow the system's voice instructions.

Clearing paper jams

We designed your fax machine to work reliably for years. However, you may occasionally experience a paper jam. Here's what to do.

If an original document jams

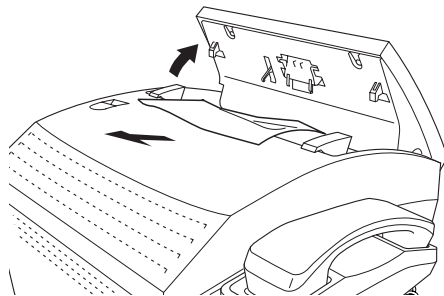
- 1 Open the *control panel* by placing your fingers on its upper left and right corners and gently tilting the cover toward you. This will release the original document.

Note: Open the control panel until it stops.

- 2 Lift the original document from your fax machine.

- 3 Gently close the control panel, making sure both sides are snapped down securely. Then try the transmission again.

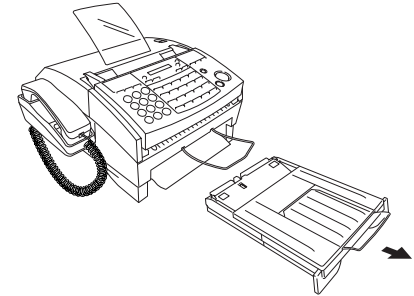
Note: If the original document has become wrinkled or torn, *do not* re-send it.



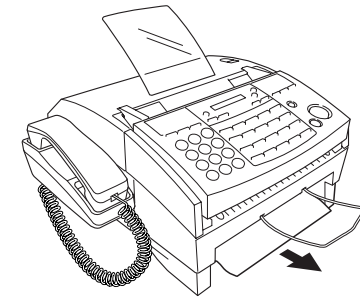
If a printout jams

To clear a printout jammed at the *paper cassette*:

- 1 Pull forward on the *paper cassette* to slide it out.

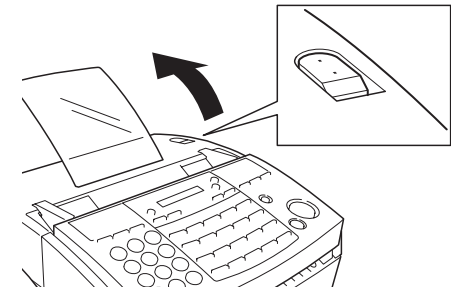


- 2 Remove the jammed paper carefully by pulling it out.



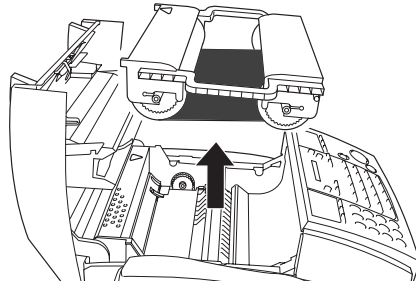
To clear a printout jammed *inside* your fax machine:

- 1 Open your fax machine's top cover by pressing the top cover release button.



- 2** Remove the ink film cartridge by grabbing the handles on each side of the cartridge and lifting it straight up out of the machine.

Note: The diagram (right) shows a view from the left side of the machine.



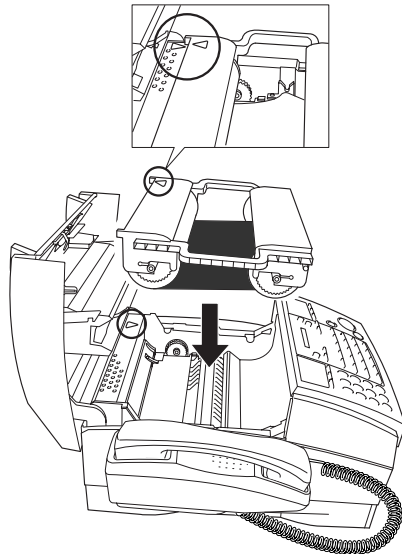
- 3** Gently pull the jammed printout up and out.



- 4** Hold the cartridge over your fax machine. Position the cartridge so that its arrow mark is over the machine's arrow mark. (The supply roll should be in the front of the machine.)

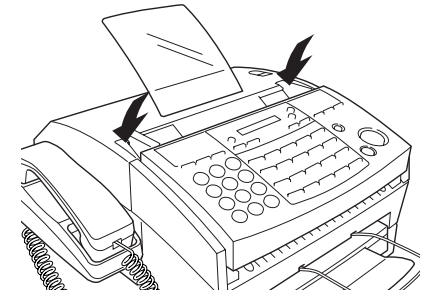
- 5** Gently put the cartridge back into the fax machine. If positioned correctly, it will "drop" in smoothly.

Important: Your fax machine will not work if the cartridge is not inserted properly.



- 6** Gently close the top cover, pressing firmly on both sides of it until you hear it click.

Important: Your fax machine will not work if the top cover is not closed properly.



Solving communications problems

Occasionally during transmissions, your fax machine will encounter trouble in transmission or reception. If it does, its alarm will sound. You can identify the problem with LCD messages, printed *check messages* and *error reports*.

Alarm

Your fax machine will sound an alarm — a series of short beeps — if either of these two problems occurs:

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

LCD error messages

What you see on the LCD

Already Stored

What it means/What to do

You tried to enter the same number that is already stored in the block junk dial list.

Box In Use

You tried to erase an F-code box which still has documents in it. *You must first clear the F-CODE box by printing its documents (see page 2.25).*

Check Ink Film

Your fax machine is out of Film Imaging ink. *Change the ink film roll (see pages 1.9–1.10).*

Check Rx Paper

Your machine is out of paper. *Add paper to the paper cassette.*

... or ...

The paper cassette is not properly installed. *Slide the paper cassette into its closed position. You will feel a click when it's properly in place.*

Close Cover

The top cover is open. *Close it.*

Commands Full

Your fax machine has all of its 30 possible delayed commands stored in memory and cannot accept another. *Delete an existing command by using REVIEW COMMANDS, or wait until your fax has completed one of the delayed commands.*

What you see on the LCD

Comm. Error

What it means/What to do

A communication error disrupted reception or transmission. *If you were transmitting, press STOP to clear the error message and then try the transmission again. If you were receiving a fax, try to contact the other person and have him/her try the transmission again.*

Enter No.(0-32)

You entered an incorrect call group for relay broadcast initiation. Your machine can maintain 32 call groups, numbered 1-32 (call group 0 covers all the groups.) *Determine the correct call group and re-enter its identifier number.*

Enter No.(1-99)

You requested "0" copies from your fax. You must select from 1-99 copies of a document. *Select the correct quantity and re-enter it.*

Hang Up Phone

The handset is off the hook. *Hang it up, making sure the upper part of the handset presses down on the "hook" button.*

Insert Document

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

Invalid I.D Code

The F-code box passcode you entered is not valid. *Try re-entering your F-code box passcode.*

Invalid Number

You pressed a key which has no function during the current operation.

Invalid Passcode

The protection passcode you entered is not valid. *Repeat the operation, entering the correct passcode. What you see on the LCD What it means/What to do*

Line Busy

You tried to use the PC-FAX scanning feature (see page 2.51) when the machine is transmitting or receiving a fax. *Wait until the machine completes the fax communication.*

What you see on the LCD

Memory Full

What it means/What to do

You tried to scan the document into the memory but the machine doesn't have enough available memory to complete the operation.
If the fax received documents in the memory, print them to clear space.

Memory Over Flow

During transmission (or copying), you entered more pages into memory than your fax could store. *Press START (or COPY) to tell your fax to keep as many pages in memory as possible, or press CANCEL to delete from memory all pages stored during this operation (but not previous operations).*

No Command

You pressed REVIEW COMMANDS to review upcoming commands, but your fax machine doesn't have any stored.

No Doc. Stored

You tried to print a document from memory, but your fax machine doesn't have any stored.

No Number

You selected an autodialer number that doesn't have a number assigned to it.
Either choose another autodialer number or dial a phone number directly from the numeric keypad.

No Passcode

You tried to protect an operation but there isn't protection passcode stored in your fax machine.
Store a protection passcode in your machine, then try protecting the operation again.

No PIN Number

You selected "Model" in the PIN mask feature and tried to use an autodialer number in which no PIN has been entered.
Enter a PIN for that number, then try again.

No Report

You requested an activity journal or confirmation report, but your machine has no record that any fax jobs have occurred.

PC-FAX In Use

You tried to either transmit, copy or print the document while the PC-FAX feature is busy.
Wait until the PC-FAX feature completes a job, then try again.

Please Wait

Your machine's thermal print head becomes very hot.
Please wait a moment until the head cools down.

What you see on the LCD

Polling In Use

What it means/What to do

You tried to store a polling document in your fax, where one has already been stored.
Wait for the fax to complete the polling operation, then try again.

Printer In Use

The command you entered requires the use of the printer, which is already in use. *Wait for the fax to finish printing, then try again.*

Protect Doc Stor

A received document was in your fax's memory when you tried to turn off security reception or erase the protection passcode.
Print the received document from your fax's memory, then try the desired operation again.

Remove Paper

A paper jam has occurred.
Remove the jammed paper (review pages 3.2-3.3 if necessary).

Reset Document

Your document was not inserted correctly, or the fax to which you are sending cannot handle the document's page length.
Reset the page and try again.

Scanner In Use

The command you are entering requires the use of the scanner, which is already in use. *Wait for the fax to complete the scan, then try again.*

Sub-Addr. In Use

You entered a sub-address number already being used by another F-code box.
Enter a different number for your F-code box's subaddress.

Too Many Digits

You attempted to enter too many numbers or characters for the current operation.
Press CANCEL to delete the extra characters, then try again. You may want to review the operation's instructions. What you see on the LCD
What it means/What to do

Too Many Loc.

You tried to enter too many group numbers for a relay broadcast initiation. You can enter up to 10 group numbers.
Press CANCEL to delete the extra group numbers and try again.

Errors

Your machine occasionally experiences *communications errors*, which may be caused by anything from lightning to telephone line interference. The fax machine at the other end of the line can also cause communication errors.

Trying your call may be all that's necessary. However, *if the problem persists regularly*, call your local telephone company for help. If that call does not help *and the problem persists regularly*, call your authorized Muratec dealer.

Error reports

When an error occurs, your fax machine prints an *error report*. Each fax error report lists an *error message* which includes:

- A possible *solution* to the problem
- The *sending location* (if the remote fax stores a Location ID of its own)
- The *result* — which is a special *error code*.
- A *sample* of the document's first page.

Kinds of error codes

The error code listed in the "Result" column of the error report indicates the specific problem encountered:

- "D" codes — Occur while *dialing*
- "R" codes — Occur during *reception*
- "T" codes — Occur during *transmission*

Specific errors

Some of the error codes you may see on an error report:

Dialing errors

- D.0.3, D.0.8 The remote unit did not respond, the call could not be completed or **STOP** was pressed while the unit was dialing.
Try the call again. If your machine repeats the message, call the remote fax user to verify that the unit is operating properly.
- D.0.2 The remote fax machine is busy. Call again.
- D.0.6, D.0.7 Either the remote fax unit did not respond, the call did not go through or someone pressed **STOP** while the calling fax machine was dialing.
Call again.

Reception errors

- R.1.1 The calling fax machine did not respond to your fax machine. This can happen if someone dials a wrong number or if the remote machine restricts access through use of a passcode.
- R.1.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 fax communication, the industry standard since the early 1980s.
- R.1.4 Someone pressed **STOP** at the receiving fax machine.
- R.2.3 Poor phone line conditions made fax communication impossible.
Call someone at the remote machine.
- R.3.1 The sending fax machine detected too many errors from the receiving fax machine.
- R.3.3 The sending fax machine is incompatible or had a document feeder problem during transmission.
- R.3.4 Poor phone line conditions may have prevented your fax machine from properly printing some or all of the pages it received.
- R.4.2 Either the line disconnected before transmission or the transmitting fax machine needs maintenance.
- R.4.4 The fax machine has reached its memory capacity.
- R.5.1, R.5.2 ECM reception failed.

Transmission errors

- T.1.1 The remote fax machine did not respond to your machine.
Call someone at the remote machine.
- T.1.4 Someone pressed **STOP** at the remote unit in the middle of the *handshake* (the very first part of the fax communication, when the two units “agree” on the settings they will share).
- T.2.1 Either the phone line disconnected during transmission or fax communication became impossible due to bad phone line conditions.
Re-try the call.
- T.2.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 fax communication, the industry standard since the early 1980s.
- T.2.3 Bad phone line conditions made fax communication impossible.
Conditions can change rapidly, so try the call again later.
- T.3.1 During transmission, your machine’s built-in page counter detected a possible error in the document feeder.
Carefully put the document back into the feeder and try the call again.
- T.4.1 The telephone line disconnected during the transmission of a page because of excessive modem errors or because the remote unit ran out of paper. *Try the call again.*
- T.4.2 After transmission began, poor line conditions developed.
Try the call again.
- T.4.4 Poor line conditions prevented transmission.
Try the call again.
- T.5.1, T.5.2 ECM transmission failed.
- T.5.3 *Conditions can change rapidly, so Try the call again later.*

“Check Message” printouts

When your machine detects an error on a fax call, it produces an error printout headed by the words “Check Message.” This printout lists the following information about the transmission:

- The resulting error code
- A communications error message (see “What error messages can mean,” below)
- The phone number of the fax machine with which your machine had attempted to communicate

What error messages can mean

The error messages on Check Message printouts can mean a variety of things. Here is a brief summary:

Error message	Possible meanings
Check condition of remote fax.	<ul style="list-style-type: none"> • Remote machine malfunctioned • No “handshake” signals from remote fax • Wrong phone number reached
Repeat transmission.	<ul style="list-style-type: none"> • Poor phone line conditions • No “handshake” signals from remote fax • Document misfeed or miscount • Unable to reach remote machine after attempting specified number of redial tries
Line is busy.	<ul style="list-style-type: none"> • Remote machine’s line was busy • Remote machine’s line did not answer
Check received documents	<ul style="list-style-type: none"> • Remote confirmation signal not received from remote fax • Poor line conditions caused a poor image
Memory full.	<ul style="list-style-type: none"> • Remote fax’s memory capacity exceeded
Dialing number is not set.	<ul style="list-style-type: none"> • Stored phone number failed to dial properly
Stopped.	<ul style="list-style-type: none"> • Someone pressed STOP at the remote fax in the middle of the “handshake”

Caring for your fax machine

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

Follow these suggestions to keep it in top form:

- **Always** make sure your fax machine is installed according to our specifications, including using an electrical surge suppressor. (If necessary, review "Pick an installation spot *before* going ahead," page 1.6.)
- **Always** use good, copier-quality paper.
- **Always** clean your fax machine as needed (see "Cleaning tips," below).
- **Never** install your fax machine where it can overheat, gather dust or get splashed by *any* liquids (even water).

Cleaning tips

Some things to keep in mind about cleaning your fax machine:

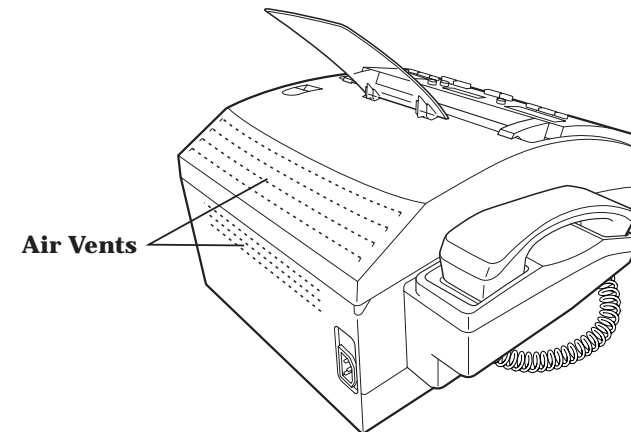
- **Do** clean it! Dust and dirt, especially around the fax machine's air vents (see right column) can shorten your machine's life.
- **Always** unplug the fax machine *before* you clean it.
- **Never spray any cleaner DIRECTLY onto your fax machine.** The drifting spray could damage components inside.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

Keep the air vents clean

Never cover your machine, or it may overheat.

Clean your machine's air vents periodically. When you do, use a vacuum cleaner or brush. (**Do not** wipe the air vents with a damp cloth!)

The air vents are located on the machine's upper rear and lower rear sections:



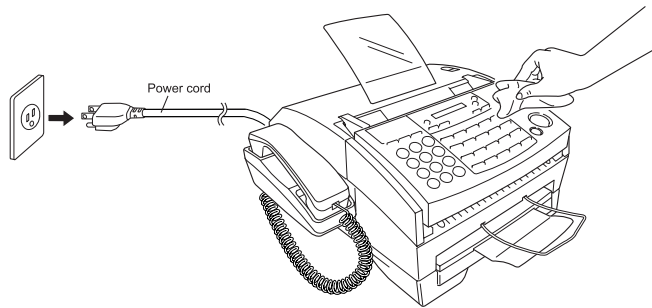
Corrective cleaning

Here are some simple cleaning procedures for keeping your fax machine clean and operating smoothly.

Before you clean your fax machine, print all document received in the memory.

Cleaning your fax machine

- 1** Unplug the power cord of your machine from the power source.
- 2** Moisten a soft cloth with water and a small amount of diluted mild detergent.

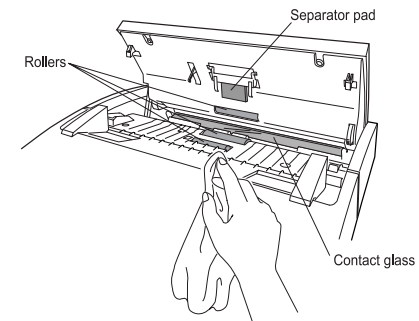


Important: To prevent damage to the surface of your fax machine, never use thinner, benzene, alcohol, acetone, or any other organic solvent to clean your machine.

Curing frequent jams in the document feeder

If you are having trouble getting your original documents to feed properly, try this:

- 1** Get two soft, lint-free cloths and moisten them as follows:
 - One with a cleaner suitable for use on rubber rollers
 - The other with *isopropyl alcohol*
- 2** Unplug the power cord of your machine from the power source. Remove the document hopper, if necessary.
- 3** Open the control panel by placing your fingers on its upper left and right corners and gently tilting the control panel toward you until it stops.
- 4** Use the cloth with the rollers cleaner to clean the *face* of the *rollers* and *separator pad*. Rotate the rollers by hand to allow cleaning of the entire roller surface.
- 5** Use the cloth with the isopropyl alcohol to clean the *contact glass*.
- 6** Gently close the control panel, making sure both sides are snapped down securely.
- 7** Plug the power cord of your fax machine at the power source. Attach the document hopper if you removed it in step 2.



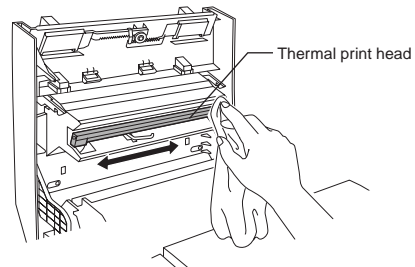
Fixing unsatisfactory printout quality

If you notice poor printout quality (whether on received faxes or on copies), here's what to do:

- 1 Unplug the power cord of your machine from the power source.
- 2 Get two soft, lint-free cloths and moisten them as follows:
 - One with a cleaner suitable for use on platen/rubber rollers
 - The other with *isopropyl alcohol*
- 3 Open the top cover and lift the ink film cartridge straight up out of the machine.

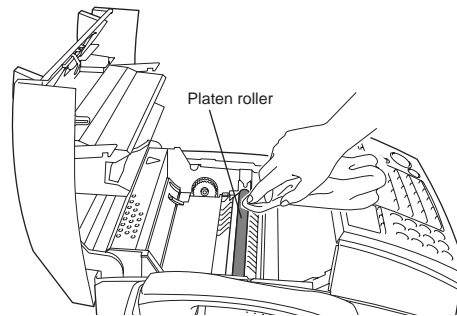
- 4 Use the cloth with the isopropyl alcohol to clean the *thermal print head*.

Important: Do **not** touch the thermal print head directly with your hand.



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

- 6 Hold the cartridge over your fax machine. Position the cartridge so that its arrow mark are over the machine's arrow mark. (The side with the supply roll should be over the front of the machine.)



- 7 Gently put the cartridge back into the fax machine. If you have positioned it correctly (see step 6), it will "drop" in smoothly.

Important: Your fax machine will not work if the cartridge is not inserted properly.

- 8 Gently close the top cover, pressing firmly on both sides of the top cover until you hear it click.

Important: Your fax machine will not work if the top cover is not closed.

Common questions

We're online to help you!

Before you try calling for help, first please give the *Muratec Information System* a try.

The Muratec Information System is available to you 24 hours a day, 7 days a week. You can use your fax machine to call this "fax-on-demand" system and receive printouts of information, such as the most common questions asked about your machine. Often, *this* is the fastest way to find out the answer to any question you may have. And it's a free call!

To use the Muratec Information System:

- 1** On your fax machine, obtain a dial tone by pressing **MONITOR/CALL**.
- 2** Call **1-800-215-1698**.
- 3** Follow the system's voice instructions.

General questions

- Q:** Where do I add ink or toner to make my fax machine's printouts darker?
- A:** Your fax machine does not use ink or toner. Instead, it uses a special printing technique called *Film Imaging*, also known as *thermal-transfer printing*. To adjust the darkness of copies or transmissions, insert a document and press **CONTRAST** repeatedly to adjust the contrast setting. "Dark" prints as the darkest setting. The machine will reset automatically to normal contrast after the copying or sending.
- Note:** You can't adjust the darkness of an incoming fax printout.
- Q:** When I unplug my machine or if the power goes off, will I lose the information I have stored — such as my TTI, autodialer entries, the time and date, etc. — and have to re-enter them?
- A:** No. Your machine has two special backup batteries. One protects user settings for several days if power fails or if your machine is disconnected from the power source. The second battery is rechargeable and preserves data in the memory for up to 72 hours in case of a power loss. This

battery requires about 1 day to reach full charge after power to the machine is restored.

We advise you to restore power to the machine as soon as possible.

- Q:** Can I use a dust cover on my fax machine?
- A:** No! A dust cover blocks air circulation, which could cause your machine to overheat. (See page 1.6 for other guidelines.)
- Q:** Can I re-use the ink film when I run out of it?
- A:** Yes, but only for an emergency. The quality of the printouts will be lowered, because previous printouts will have used parts of the roll. Always try to have at least one replacement roll of ink film, so as to avoid this situation.

Sending faxes

- Q:** Sometimes, I try to send a fax while using either the handset or the **MONITOR/CALL** feature. But, when the other side answers, I hear a horrible screeching sound, so I hang up. What's happening?
- A:** That was the other fax machine trying to say "Hello" to your machine. You will hear sounds like that any time you call a fax machine which is set to answer automatically (as when you set your machine to Fax Ready mode). It's by using these tones that machines send faxes over ordinary phone lines. So, next time you hear such tones, press **START** (and, if you are using the handset, hang up) to send a fax.
- Q:** I just sent a fax. However, the number that appeared in my machine's display during the transmission was not the number I dialed. Why?
- A:** That number you saw is programmed into the remote fax machine by the user. Some users prefer different numbers to appear than the ones they are really using. And some people take over another person's fax machines that has already been programmed and don't *know* how to change the original number.
- Q:** Can I transmit and receive at the same time?
- A:** No. Use the call request feature (see pages 2.47–2.48) to ask the person at the remote fax machine if he or she wants to transmit or receive after your fax communication is complete.

- Q:** Do I have to dial a 1 for a long-distance call?
- A:** Yes. Dialing a fax number is just like dialing any other phone number, so be sure to include any special long-distance codes or dialing pauses when dialing. Also, remember to include them when you set your autodialer numbers.
- Q:** How do I send a fax to an overseas telephone number?
- A:** Dialing requirements for international calls may vary depending on your local telephone company's requirements. For most international calls, call *00*, then the appropriate country code, city code and phone number. (You may find country and city codes in the front section of your telephone directory.)
- Q:** Can I transmit if my fax machine runs out of paper?
- A:** Yes. But a transmit confirmation report (see page 2.46) is not available when you transmit without recording paper in your fax machine.
- Q:** Can I transmit a document that's extra long?
- A:** Yes, *if* the receiving fax machine is equipped to handle long documents. Many machines have a special setting which allows them to receive documents that exceed the normal length.
- Q:** Can I transmit a page from a newspaper?
- A:** No. A newspaper page can jam in your document feeder. First, use a copy machine to make a copy of the newspaper. Make sure the copy you make will fit into the fax machine. Then transmit the copy.
- Q:** Can I transmit a page with correction fluid on it?
- A:** Yes, if the fluid is *completely dry* before you begin transmission.
- Q:** How can I be sure my fax was received?
- A:** Set your machine to print a confirmation report after each transmission (see page 2.46).
- Q:** I don't want to install a dedicated phone line for my fax machine, so I have connected the machine to a PBX phone system. When I get a fax call, *all* the phones ring! How do I prevent this?
- A:** Call your PABX manufacturer or telephone company for assistance. Either may be able to convert one of the PBX lines for use only by your fax machine.
- Q:** Sometimes when I dial a fax call by using either the handset or **MONITOR/CALL**, I don't hear the fax receiving tones from the other machine. Am I doing something wrong?
- A:** When this happens, try pressing **START** (and then hanging up the handset if you are using it), as usual. It's possible you are calling an older, non-standard fax machine that *doesn't* emit answering tones. Even a few Group 3 faxes (see

"Glossary," page 3.15) on the market sound a *sending* tone but don't sound a *receiving* tone. After you transmit, call the person at the other fax machine to see if he/she got your document.

- Q:** I inserted a document in the feeder and dialed a fax number, but my machine did not transmit the document; instead, "*** Auto Redial ***" now appears on my LCD. What does this mean?
- A:** The remote fax machine was busy, so your machine will try the call again, automatically. As long as it hasn't stored more than 30 delayed commands, your machine should still accept commands from you. If it has exceeded this quantity and will accept no more commands, try canceling one of the delayed commands (see page 2.15). If the machine *still* won't cooperate, keep canceling commands until it does.
- Q:** The specifications (page A1.1) list an average per-page transmission time, but when I transmit a page it can take much longer. Why?
- A:** We base this specification on transmission of an industry-standard test document called *ITU-T Test Document 1* (sometimes also called the "Slerexe letter"). Fax manufacturers use this method to test transmission speeds. However:
- The pages you send may be darker, or otherwise contain more information, than ITU-T Test Document 1.
 - The transmission time measured for test documents doesn't include *handshake time* — the time during which two fax machines "introduce" themselves to each other and "agree on" the parameters of the call.
 - The specification time is based on the use of normal resolution mode. You may be using fine, superfine or grayscale transmission, each of which takes longer than normal mode.

Reports

- Q:** I called the number *00-555-555-1212*, but not all of the digits appear on my transmit confirmation report (TCR). Why didn't the whole number appear? How can I be sure my document went to the right location?
- A:** The numbers you enter using the fax keypad are temporarily stored in a memory "buffer." It's only the last part of the phone number that the buffer "remembers." An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers as one-touch keys or speed-dial numbers. These autodialer numbers will appear in their entirety on your TCR.

Receiving faxes

- Q:** My fax never answers. What's wrong?
- A:** Check to make sure your fax machine is properly connected to a working AC power outlet and phone jack (see page 1.8). If you are using a second phone with your machine, make sure *it's* connected properly (page 1.11).
- Q:** Sometimes when I answer my machine with the handset, I hear a beeping sound that repeats every few seconds. Is this a fax?
- A:** Yes. When you hear such *fax tones*, someone is trying to send you a fax. Next time, press **START** and hang up the handset. Your fax will receive the message.
- Q:** Does my fax machine have to be plugged in to a power source just to receive a message?
- A:** Yes. You can't receive a fax unless your fax machine is plugged into both the phone jack and the AC power jack. Make sure your fax machine is always plugged in so you never miss an important fax message.
- Q:** Can I receive a fax if I'm using the phone on my machine?
- A:** You can receive a fax from the person to whom you are talking. When that person has a document ready in his/her machine's feeder, press **START**. However, like any regular one-line phone, your fax machine can handle only one call at a time.

Polling

- Q:** What's the purpose of polling?
- A:** Polling lets you automatically "pull" a document from another fax machine. You can poll whenever you need to retrieve information and don't want the source to pay for the phone call. With polling, you pay for the call and get the information you need.

Working with your answering machine

- Q:** People have complained that they call my fax machine and hear my answering machine's message, but are cut off before they can send a fax.
- A:** Any remote fax machine attempting to send a fax must "hear" responding fax tones within 40 seconds of the person at that machine pressing the start key. That 40 seconds includes getting the dial tone, dialing the number, "listening" to the pause before the ringing starts and the remote fax machine answering the ring. Only after that time does your message play. That's why we urge you to make a short outgoing message. The shorter the

overall waiting period, the more likely it is that the remote fax machine will proceed with the transmission. Please make an outgoing message that is no longer than 10 seconds (see page 1.23 for a suggestion).

How your fax machine works

The concept of how a fax machine works is simple. Here's a simple analogy. Let's say you want to mail a gift to a friend:

- You *take* the item, *wrap* it and *send* it.
- Days later, your friend *receives* the package, *unwraps* it and *uses* it.

Now, let's apply that to fax communication.

You put a page into your fax machine's feeder and call a fax number. Your machine makes a connection with the other machine, and then ...

- An image scanner in your fax machine examines the information on the page. That's how your machine *takes* the document.
- Your fax machine translates the scanned information into a numeric code and compresses the code for the fastest possible transmission speed. That's how your machine *wraps* the document.
- Finally, your fax machine sends the compressed code. That's how your machine *sends* the document.

On the other end of the line ...

- The remote fax machine *receives* the code.
- The remote fax machine uncompresses and deciphers the code, turning it into a representation of the scan your machine made. That's how your machine *unwraps* the document.
- The remote fax machine prints the representation. Now, the recipient can *use* the document.

... and that's how fax works!

The only difference between a regular telephone call and a fax call is the *content* of the transmission:

- On a regular call, your telephone sends your voice.
- On a fax call, your fax machine sends a coded image.

If your fax machine is in T/F Ready mode and you have other telephone extensions on the same line, all the other phones will ring. In fact, there is no way to tell if an incoming call is from a fax machine or from a person until you answer, or your fax machine answers. You will know it's a fax call if, upon answering, you hear a beeping sound that repeats every few seconds. This sound is each fax machine's way of identifying itself to a machine it calls. It's much like your making a voice call and

Just in case ...

identifying yourself, "Hello, this is [your name]." When you press **START**, your fax machine responds to these signals using other special tones (to us humans, they sound a bit like screeches) which are its way of responding to the other machine's "greeting." This communication is called *handshaking*.

The way fax machines work is regulated closely by international standards applied by the International Telecommunications Union (ITU), an agency of the United Nations. These standards ensure the compatibility of your fax machine with millions of other fax machines worldwide.

Glossary

A4, B4, A3 — Standard stationery sizes defined by the International Standards Organization, an agency of the United Nations. See also *Paper sizes*.

Autodialing — Enables user to store preprogrammed telephone numbers in the unit's memory. Storage capability varies from unit to unit.

Automatic fallback — The ability of a fax machine to slow down ("fall back"), when communicating with another fax which is communicating at a slower rate.

Automatic reduction — Many Muratec fax machines will automatically reduce the size of documents being transmitted to accommodate the effective printing width of the receiving unit. For example, this allows a fax machine with a 10" scanning width to send an image 10" wide to a unit with an 8.5" print width. The receiving fax machine will receive a reduced-size printout of the complete image.

Bit — The smallest unit of information in a computer. Some Muratec fax machines, which are actually computers "dedicated" to telecommunications, allow users to change bits of information to provide or cancel features through software settings. The word "bit" is a contraction of the two words "binary digit."

Bits per second — See *bps*.

Black density — Also called *black coverage*. The amount of non-white area on a page. For example, most regular office correspondence has a black density well under 10% due to the presence of margins, spaces between words, spaces between lines and paragraphs and even spaces within letters. However, drawings and photographs have a much higher black density, sometimes approaching 100%. The higher a page's black density, the more slowly a fax machine sends it.

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

Byte — A group of digital elements, usually sent as eight bits to the byte.

Call reserve — Also called *call request*. An ITU-T standard fax feature which allows a user to request voice communication prior to, during or after transmission.

Call-waiting service — An optional telephone company service that alerts you to another incoming call when the phone is already in use. Call-waiting signals often cause interruption of fax transmission or reception.

Caller ID — Optional service provided by your local telephone company that allows you to see a display of the number (phone or fax) that is calling.

CCITT — See *ITU-T*.

CCD, CIS — Charged coupled device, contact image sensor. Two types of scanning mechanisms used in some Muratec fax machines. The CCD "reads" fluorescent light bouncing off a document. The CIS uses a flat bar of light-emitting diodes (LEDs).

Compatibility — The term "compatible" describes the ability of separate things to function together. Your Muratec fax machine features ITU-T Group 3 compatibility, the modern standard for worldwide communication.

Confidential transmission — See *SecureMail*.

Confirmation report — See *TCR*.

Copy mode — Allows your fax machine to be used as a convenience copier.

Cover page (automatic) — A small, user-created message which can be the first page of every transmission.

Data compression — Used in digital fax machines to speed transmission. See also *Digital fax, MH and MSE, SMSE*.

Default — The setting your machine will always refer to if no other action has been programmed. For example, you can set the default for this machine to send a fax by using its memory. If you set this action as the default, that's how your machine will always send a fax, until you tell it to do differently.

Delayed command — Transmission or polling operation set by the user to occur later, automatically, at a predetermined time. Great for reducing costs by making fax calls during times when telephone costs are lowest, such as late at night or on weekends.

Digital — Using the binary system (which uses a combination of *0s* or *1s*) to describe everything, so that *0* means *off* and *1* means *on*; digital fax machines convert the graphic image of your document into a series of zeros and ones by using the binary system of transmission to encode black and white occurrences. This increases transmission speed by passing over white spaces. See also *White-line skip*.

Digital fax — Unlike analog systems that scan every portion of a document, digital fax machines survey a document's overall picture content. Digital fax machines scan a line and convert the information into a binary code of zeros and ones. The fax machine takes this information and compresses it, providing high transmission speeds. Many Muratec units offer proprietary methods for faster transmissions between Muratec-manufactured units (see also *MSE, SMSE*).

DIP switches — *Dual in-line package switch*; a two-position on/off switch. Many Muratec fax machines include DIP switches to control optional settings or features.

Effective printing width — The widest image that can be printed on a fax.

Effective scan width — The maximum width the scanner in a fax can scan during transmission.

F-Code — The ITU-T has created a fax industry standard for using sub-addressing/password-based communications with not only Muratec fax machines but also other manufacturers' fax machines.

Facsimile (or **fax**) — A form of communication involving the scanning and decoding of a document into electrical signals and transmitting of the document, over telephone lines to another device. This device then reconstructs the signals to produce an exact duplicate of the document. Also, a machine that performs such communication.

Fallback — Group 3 fax machines operate at the highest transmission speed possible on a given telephone line. Muratec systems offer automatic fallback; if line quality drops during transmission, the fax machine will reduce speed to the fastest possible level.

Fine resolution — 203H × 196V lpi. Also shown as *G3F* ("Group 3 fine") on some fax units.

Grayscale — Not a level of resolution, but a method of scanning and transmitting halftone images. Fax machines with grayscale abilities interpret photographs in levels of gray between white and black. The transmitting fax machine must have grayscale ability to send a photographic image accurately, but the receiving machine does not need it to print the image.

Group 3 — Refers to fax machines that use digital encoding. These units transmit one page in less than one minute and produce resolution of 203 × 98, 203 × 196, or 203 × 392 lpi.

Halftone — See *Grayscale*.

Handshaking — An exchange of data between telecommunications and/or computer equipment that "introduces" two systems to each other. For example, faxes use a handshaking protocol to identify the ITU-T group of each unit and to begin fax communication.

Hub — See *Relay broadcasting*.

Hz (or **Hertz**) — A measure of frequency equal to one cycle per second. Used in the specifications for a fax machine, it identifies the AC power the unit requires.

ITU-T — International Telecommunications Union – Telecommunications Sector. (Formerly known as *CCITT*, for *Consultative Committee for International Telegraph and Telephone*.) A telecommunications forum for member countries of the United Nations, whose Study Group XIV established the primary groups for fax equipment, covering communication protocol and transmission. Muratec Group 3 fax machines offer the fastest transmissions allowed by the ITU-T when communicating with other Group 3 units.

ITU-T Test Document 1 — Also called the *Slerexe* ("slehr-rehks") letter; An ITU-T standard document with a known black density which fax makers often use to test transmission speeds of their fax machines. Published transmission speeds are also based on this document.

ITU-T v.29 and v.27 ter. — A standard set of communication procedures allowing fax machines to talk to all other units adhering to those standards.

Laser printing — A plain-paper printing system. Toner is attached to a charged drum and an image is transferred onto plain paper through electrical currents, then fused with heat and pressure to produce a dry, permanent printout.

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

Leased line — See *Private line*.

Load number — A number assigned to telecommunications equipment used in Canada; designed to help prevent overloading on a telephone circuit. See also *Ringer equivalence number*.

Location ID — See *Station ID*.

lpi — Lines per inch. The way fax image resolution is measured. (For example, see *Normal resolution*.)

MH — Modified Huffman, the standard ITU-T Group 3 data compression method. A one-dimensional coding scheme that compresses data in a horizontal direction only. A feature of all Muratec fax machines, MH assures transmissions faster than one page per minute when communicating with other Group 3 units, regardless of manufacturer. See also *MR*, *MMR*, *MSE*, *SMSE*.

Modem — Modulator-demodulator. A device that converts digital data, like information from a fax machine, into an analog signal for transmission over ordinary telephone lines. A modem is included in a fax machine and allows it to be connected directly to a PSTN telephone line.

MR — Modified Read, an ITU-T Group 3 standard data compression method. A two-dimensional coding scheme that compresses data in both horizontal and vertical directions and allows for faster transmission when communicating with other Group 3 units, regardless of manufacturer. See also *MH*, *MMR*, *MSE*, *SMSE*.

MMR — Modified Modified Read, an ITU-T Group 3 standard data compression method. A two-dimensional coding scheme that compresses data in both horizontal and vertical directions and allows for faster transmission when communicating with other Group 3 units, regardless of manufacturer. See also *MH*, *MR*, *MSE*, *SMSE*.

Monitor — A speaker in most Muratec fax machines which allows the user to hear the dialing process. This is not a speakerphone, because it has no microphone for speaking to the person being called. For regular two-way voice communication, users must use the optional handset. See also *On-hook dialing*.

MSE, SMSE — Muratec's proprietary data compression methods, allowing a Muratec-manufactured fax machine to transmit more quickly when communicating with another Muratec-manufactured unit. *MSE* and *SMSE* are features on many Muratec fax machines. See also *MH*, *MR*, *MMR*.

Normal resolution — Shown as “norm”; 203H × 98v lpi. The default resolution mode for all Muratec fax machines.

One-touch dialing — Allows the fax user to store frequently used fax numbers for dialing with the touch of one key. See also *Autodialing* and *Speed-dialing*.

On-hook dialing — Dialing numbers by using the keypad on the fax unit without lifting a handset. On most Muratec fax models, the user can do this either silently or by using the monitor. See also *Monitor*.

Original document size — The largest (or smallest) document that can be fed safely through a fax machine.

Paper sizes — All are width × length:

Letter-sized = 8.5" × 11.0"	Legal-sized = 8.5" × 14.0"
A5 = 5.8" × 8.3"	A4 = 8.3" × 11.7"
B5 = 7.2" × 10.1"	B4 = 10.1" × 17.0"
	B3 = 14.3" × 20.3"

Passcode — A four-digit code-number. On your fax machine, the protection passcode lets the user limit access to fax operations, as well as certain settings and even documents readied for polling (in the case of polling, only calling machines whose users enter the proper passcode will be able to poll the document.)

PBX (or PABX) — Private branch exchange; privately-owned telephone equipment serving a particular building, business or area. Many PBX systems use digital transmission lines which, unlike more common PSTN lines, are not compatible with fax machine use. The user should not connect a fax unit to a PBX without first checking with the system manufacturer or service representative.

Polling — Automatic transmission to a calling remote fax, or reception of a document from a remote fax set for this operation. Polling is convenient whenever a central unit must receive information from one or several remote faxes. The caller bears all telephone charges and prevents several remote units from calling at the same time. See also *Secure polling*.

Private line — (Or *leased line*.) A service offered by many telephone systems; provides an exclusive phone circuit between two geographic points. A Muratec fax does not require a private line. See also *PSTN*.

Proprietary — Non-standard. In fax, refers to a fax feature which works only in communications between fax machines that are the same brand.

PSTN — Public switched telephone network; the most common type of telephone lines and service in use, in contrast to private or leased lines. A Muratec fax provides fast, reliable data transmission over a PSTN line, and does not need a special or dedicated telephone line. See also *Private line*.

Receiver ID — See *Station ID*.

Redialing — The dialing again, either manually or automatically controlled, of the most recently dialed fax or phone number. Automatic redialing follows an unsuccessful dialing attempt and can be done manually or automatically.

Relay broadcasting — Lets some Muratec fax machines store a document in internal memory, transmit the document to the memory of a remote “hub” fax and then instruct that unit to relay (re-transmit) the document to each fax in a call group in the “hub” unit. This feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission to hundreds of preprogrammed fax locations. It also saves phone charges for the originating machine. Your machine can initiate a relay broadcast.

Remote fax machine — The machine on the other “end” of a fax communication.

REN — See *Ringer equivalence number*.

Resolution — The resolution of documents transmitted or copied by fax machines is measured by the number of horizontal (H) and vertical (V) lines per inch (lpi) the unit can print. A Muratec unit may offer one or more of these resolution levels:

Normal	203H × 98v lpi
Fine	203H × 196v lpi
Superfine	203H × 392v lpi

Some Muratec units also offer grayscale transmission (see also *Grayscale*) for accurate reproduction of photographs and other shaded originals.

Ringer equivalence number — Also called *REN*. A number assigned to telecommunications equipment used in the United States; designed to prevent overloading on a telephone circuit. See also *Load number*.

Scanning width — See *Effective scanning width*.

SecureMail — Allows a Muratec fax user to send a document to or receive one into (usually something confidential) an “electronic mail box.” The transmission is protected at the receiving Muratec fax by an access code; the receiving fax prints the document only when an authorized user enters the code.

Secure polling — Polling in which preset passcodes are checked between two machines before polling is allowed to take place.

Speed-dialing — Allows the fax user to store frequently used fax numbers for dialing with the touch of three keys — an identifier key (either * or #) and then a three-digit code — for each number. See also *Autodialing* and *One-touch dialing*.

Station ID — (Also called *Location ID* or *Receiver ID*.) An autodialer feature which lets the fax user enter a descriptive name to correspond with the number in an autodialer entry. For example, rather than entering only 1-972-555-3465, the user can enter that number and a name, such as *Dallas Branch Office*. (Many Muratec models with this feature allow entry of both upper-case and lower-case letters, for greater ease of reading.)

Subscriber ID — A fax machine’s telephone number, as identified by a user setting. See *TTI*.

Superfine resolution — 203H × 392v lpi. Your Muratec fax machine’s superfine transmission mode is Group-3-compatible, not the more limited proprietary version.

Just in case ...

TCR — Transmit confirmation report; this provides proof that your Muratec fax did send the document you set for transmission. Printed after transmission, the TCR also identifies the telephone number to which the fax sent the document, plus the actual time of transmission and how many pages the unit transmitted.

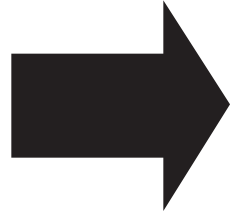
Thermal (paper) printing — A thermal head heats chemically treated, thermally sensitive paper in patterns conforming to the image the machine has scanned, creating a printed image. Thermal paper's tendency to discolor and fade, in addition to its curliness and the usual difficulty in writing on it, have made this method considerably less popular than plain-paper fax printing — particularly as plain-paper fax machines have dropped sharply in price.

TTI — Transmit terminal identifier. A user-programmable line of information sent automatically with every page a fax machine sends; it appears at the top of each page printed by the receiving unit.

Transmission speed — How fast a fax machine is sending a fax document. This speed depends on the modem speed of each unit, the resolution setting, the content of the document, the encoding technique and the condition of the phone line (clean, noisy, etc.) Any change in any one of these five conditions will affect the speed, sometimes significantly.

White-line skip — A technique used to speed up fax transmission by bypassing redundant areas, such as white space.

Appendix and index



Specifications

Type:	High-speed facsimile transmitter and receiver for home and office use.
Phone line:	Normal Public Switched Telephone Line (PSTN) or equivalent.
Modem speed:	14,400 bps with fallback to 12,000, 9,600, 7,200, 4,800 and 2,400 bps per ITU-T, v.17, v.29 and v.27 ter.
Compatibility:	ITU-T Group 3.
Data compression methods:	ITU-T standard MH, MR, MMR and Muratec-proprietary MSE.
Transmission speed:	6 seconds per page.*
Printing speed:	2 ppm.
Scanning method:	Solid-state CIS.
Printing method:	Muratec Film Imaging (thermal-transfer) onto plain paper.
Effective scanning width:	8.2" (208 mm)
Printing width:	8.2" (208 mm)
Resolution: (horizontal × vertical)	Normal, 203 × 98 lpi (8 dots/mm × 3.85 lines/mm) Fine, 203 × 196 lpi (8 dots/mm × 7.7 lines/mm) Superfine, 203 × 392 lpi (8 dots/mm × 15.4 lines/mm)
Grayscale:	64-level.
Acceptable document size: (width × height)	<i>Single sheet</i> Max. 8.5" × 35.4" (216 mm × 900 mm) Min. 5.8" × 4.1" (148 mm × 105 mm) <i>Two or more sheets</i> Max. 8.5" × 14.0" (216 mm × 356 mm) Min. 5.8" × 5.8" (148 mm × 148 mm)
Automatic document feeder (ADF) capacity:	30 letter-sized pages or 20 legal-sized pages.
Recording paper size:	letter- or legal-sized.
Paper cassette capacity:	300 sheets.
Ink film roll size: (width × length, yield)	<i>Standard roll</i> 8.7" × 656.2' (220 mm × 200 m), 700 sheets.** <i>Starter roll included with machine</i> 8.7" × 65.6' (220 mm × 20 m), 60 sheets.**

LCD:	1 line, 16 characters
Memory:	1.3 MB (114 pages**)
Power:	Power source: 120VAC ± 10%, 50–60 Hz. Battery backup: 72 hours***
Power consumption:	Standby: 7.1W Maximum: 136.7 W
Dimensions: (width × depth × height)	14.5" × 14.8" × 7.8" (369 mm × 377 mm × 199 mm)
Weight:	15.6 lb. (7.1 Kg).
Operating environment:	Temperature: 41°F to 94.8°F (5°C to 35°C) Humidity: 10 to 80 %RH

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

** Based on letter-sized sheets (width × length, 8.5" × 11" (216 mm × 279 mm)).

*** The backup battery preserves document data in the memory for up to 72 hours in case of a power loss is a rechargeable battery, and it requires about 1 day to reach full charge after power to the machine is restored.

Regulatory information

United States of America

Federal Communications Commission (FCC) information

Ringer Equivalence Number (RENS): AC REN, 1.25B; DC REN, 2.4.

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

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

If this equipment causes interference in radio or television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

Telephone company procedures

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

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

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

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

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

Notice: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains, either in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it was sent and an identification of the business or other identity, or other individual sending the message and the telephone number of the sending machine or such business, entity or individual. For instructions on programming this information (the "TTT") into your fax machine, see pages 1.12-1.14.

Type of service

Your fax is designed for use on standard-device telephone lines. The fax connects to the telephone line with a standard line called the USOC RJ-11. Connection to telephone-company-provided coin service (central-office-implemented systems). Connection to party line service is subject to State tariffs.

If problems arise

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily stop service. When practical, they will notify you before this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and will be informed of your right to file a complaint with the FCC.

In the event repairs are ever needed on your fax machine, they should be done by Muratec America, Inc., or an authorized representative of Muratec America, Inc. For information, contact the Muratec Customer Support Center at 972-364-3350 (from the U. S. only).

Canada

Industry Canada (IC) regulations

IC Ringer Equivalence Number (REN): F-65, 0.4.

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

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

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

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

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

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

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENS of all the devices does not exceed 5. The IC REN for the F-65 is 0.4.

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Limited warranty

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

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

Obligations

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

Exclusions

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

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